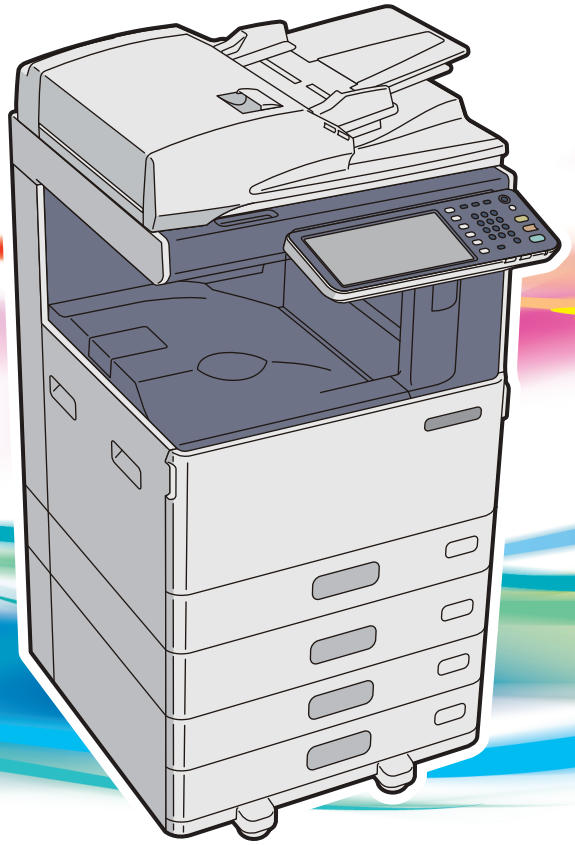
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READ THIS BOOK
First

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

Quick Start Guide

e-STUDIO2050c
e-STUDIO2550c
e-STUDIO2051c
e-STUDIO2551c



Lineup of Our Manuals

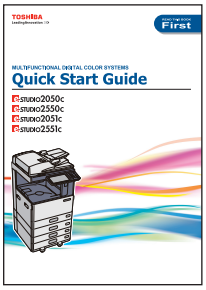
Some of these manuals are printouts and others are PDF files recorded in the Client Utilities/User Documentation DVD. In the printouts, precautions and basic operations are described. Be sure to read "Safety Information" before using the equipment. In the PDF files, detailed copying functions and other settings are described. Select and read those best suited to your needs.

Printouts



Safety Information

This Safety Information describes the necessary precautions for use. For your added security, be sure to read this booklet first.
PDF files recorded in the "Client Utilities/User Documentation DVD".



Quick Start Guide (This manual)

This Quick Start Guide describes the preparations, basic and advanced usage, maintenance and regular cleaning of the equipment.
PDF files recorded in the "Client Utilities/User Documentation DVD".

How to use the Client Utilities/User Documentation DVD

Windows:

1. Set the Client Utilities/User Documentation DVD in the DVD-ROM drive on your computer.
 Software Installer starts automatically.

> **Note**
> If Software Installer does not launch, use the explorer to open the [e-STUDIO] folder in the Client Utilities/User Documentation DVD and double-click "Setup.exe".

2. Select [I agree to the terms of the License Agreement.] and click [Next].
3. Click the Open User's Manual link in Software Installer.
 The browser starts automatically and the menu for choosing a language is displayed.

> **Note**
> If the menu is not displayed, use the explorer to open the [Manuals] folder in the Client Utilities/User Documentation DVD and double-click "index.html".

4. Click the desired language button. The menu for choosing the equipment is displayed.
5. Click the desired equipment button to display the menu for choosing an operator's manual.
6. Click the title of the operator's manual to be viewed from the menu. Its PDF file is displayed.

Macintosh:

1. Set the Client Utilities/User Documentation DVD in the DVD-ROM drive on your computer.
2. Open the [Manuals] folder in the Client Utilities/User Documentation DVD and open the desired language folder.
3. Double-click the file of the operator's manual to be viewed. Its PDF file is displayed.

PDF files

Copying Guide
This Copying Guide describes the operations and settings enabled with the [COPY] button on the control panel.

Scanning Guide
This Scanning Guide describes the operations and settings enabled with the [SCAN] button on the control panel and those of Internet Fax.

e-Filing Guide
This e-Filing Guide describes the operations and settings enabled with the [e-FILING] button on the control panel and the e-Filing web utility.
This e-Filing web utility enables you to operate e-Filing using the browser on your computer.

MFP Management Guide
This MFP Management Guide describes the operations and settings enabled with the [USER FUNCTIONS] button and the [COUNTER] button on the control panel.

Software Installation Guide
This Software Installation Guide describes the installation procedures for printer drivers and utilities.

Printing Guide
This Printing Guide describes the settings of printer drivers required for printing and the various procedures.

TopAccess Guide
This TopAccess Guide describes procedures for remote setup and management from a web-based utility, "TopAccess".
This "TopAccess" web utility enables you to manage the equipment using the browser on your computer.

Troubleshooting Guide
This Troubleshooting Guide describes how to deal with problems, such as paper misfeeds, as well as how to react to messages displayed on the touch panel.

Network Fax Guide
This Network Fax Guide describes the operations of the N/W-Fax Driver.
The N/W-Fax driver enables you to send electronic documents as faxes or Internet faxes from your computer.

High Security Mode Management Guide
This High Security Mode Management Guide describes the conditions and settings to use the equipment in the high security mode.

Help menu for client software
To run the following client software, refer to the Help menu of each:
- AddressBook Viewer
- e-Filing Backup/Restore Utility
- TWAIN Driver / File Downloader

Operator's manuals of options
In the following options sold separately, the corresponding operator's manuals are co-packed.
- GD-1320/GD-1260 Operator's Manual for FAX Unit
- GN-1060 Operator's Manual for Wireless LAN Module
- GP-1070 Operator's Manual for Data Overwrite Enabler
- KP-2004 Operator's Manual for e-BRIDGE ID Gate
- KP-2005 Operator's Manual for e-BRIDGE ID Gate

To read manuals in PDF (Portable Document Format) files

Viewing and printing manuals in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

How to Read This Manual

Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

WARNING Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.

CAUTION Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.

Note Indicates information to which you should pay attention when operating the equipment.

Read the following description as required.

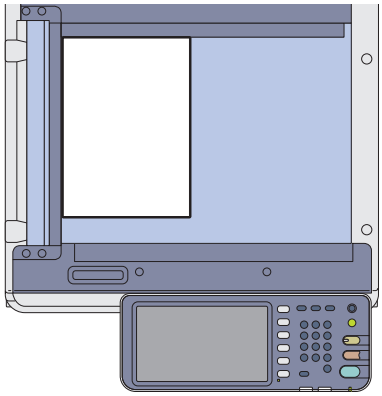
Tip Describes handy information that is useful to know when operating the equipment.

Indicates the pages describing items related to what you are currently doing.

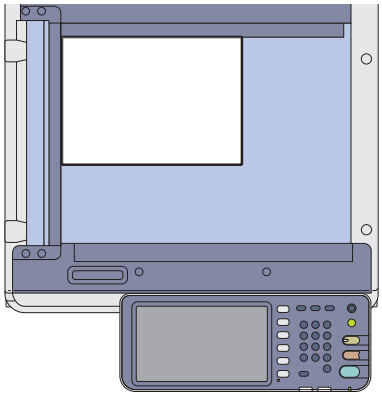
Description of original/paper direction

Paper or originals of A4 or B5 / LT size can be placed either in a portrait direction or in a landscape direction. In this manual, "-R" is added to this paper size when this size of paper or original is placed in a landscape direction.

Example: A4 / LT size original on the original glass



Placed in a portrait direction: A4 / LT



Placed in a landscape direction: A4-R / LT-R

Paper or originals of A3 or B4 / LD or LG size can only be placed in a landscape direction, therefore "-R" is not added to these sizes.

Screens and Operation Procedures

- In this manual, the screens and the operation procedures in Windows are described for Windows 7. The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

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Recommended toner cartridges

To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges. If you use a TOSHIBA-recommended toner cartridge, you can utilize the following three functions of this equipment:

- **Cartridge detecting function:**
 This function checks if the toner cartridge is correctly installed and notifies you if it is not.

- **Toner remaining check function:**
 This function notifies you when there is little toner remaining in the cartridge, as well as informing this to your authorized service representative automatically by the remote service.

- **Image quality optimization function:**
 This function controls image quality according to the characteristics of the toner to be used and enables you to print images of an optimal quality.

If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the error message "TONER NOT RECOGNIZED" appears on the touch panel and printing may not be performed. You may also not be able to utilize the image quality optimization function, the toner remaining check function and the remote service function notifying your authorized service representative automatically.

If you are using a toner cartridge other than the one we recommend, the toner will not be recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the toner remaining check function and Image quality optimization function as we mentioned.

Trademarks

- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
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- Adobe, Acrobat, Reader, and PostScript are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.
- Mozilla, Firefox and the Firefox logo are trademarks or registered trademarks of Mozilla Foundation in the U.S. and other countries.
- IBM, AT and AIX are trademarks of International Business Machines Corporation.
- NOVELL, NetWare and NDS are trademarks of Novell, Inc. in the US.
- TopAccess is a trademark of Toshiba Tec Corporation.
- Other company and product names given in this manual or displayed in this software may be the trademarks of their respective companies.

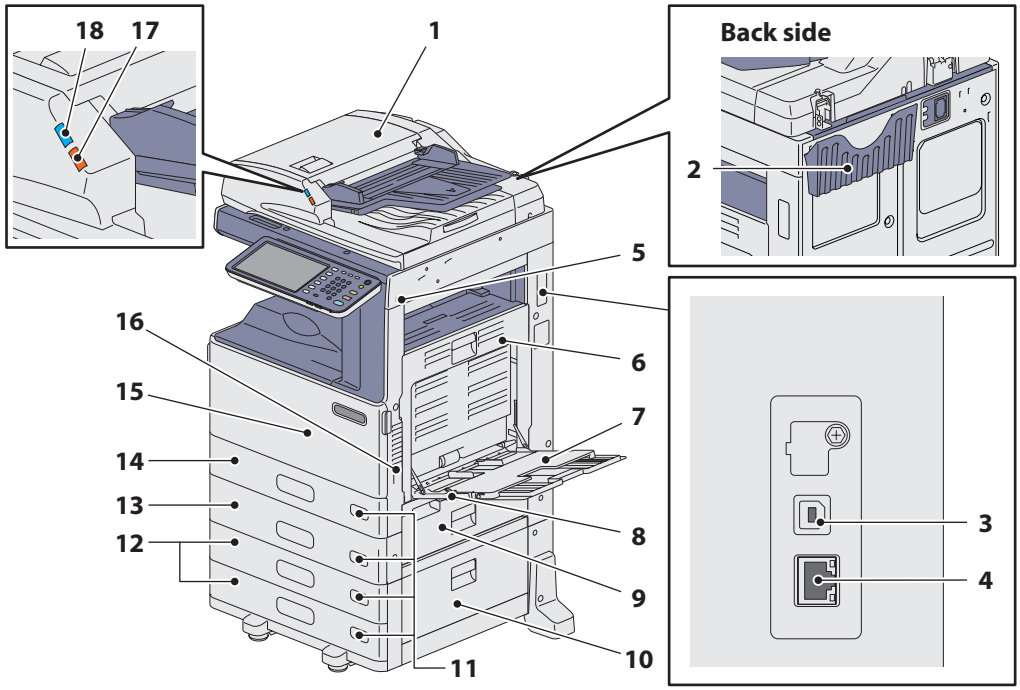
Chapter 1
PREPARATIONS

Description of Each Component 6
Turning Power ON/OFF 12
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Installing Client Software 17

Description of Each Component

This section describes the names and operations of the equipment, control panel and touch panel.

Front / Right side



1. **Reversing Automatic Document Feeder**
 The stack of originals is scanned one sheet at a time. Both sides of the originals can be scanned. A maximum of 100 sheets (80 g/m² or 20 lb. Bond) can be placed in one go. (The maximum number of sheets that can be set may vary depending on the media type of the originals.)
2. **Operator's Manual Pocket (back side)**
 Keep the manual in this pocket.
3. **USB terminal (4-pin)**
 Use this terminal when connecting this equipment to a PC with a commercially available USB cable.
4. **Network interface connector**
 Use this connector when connecting this equipment to a network.
5. **USB port**
 Use this connector when printing files stored in a USB device or storing scanned data into the USB device.
 The Front USB Cable is required for using the USB port.
6. **Automatic duplexing unit**
 This unit makes copies on both sides of the paper. Open it when paper misfeeds occur.
7. **Bypass tray**
 Use this to perform printing on special media types such as OHP film, etc.
 P.23 "Bypass copying" in this manual
8. **Paper holding lever**
 Use this to place paper on the bypass tray.
9. **Paper feed cover (of the equipment)**
 Open this cover when releasing paper misfed in the drawer feeding area.
10. **Paper feed cover**
 Open this cover when releasing paper misfed in the Paper Feed Pedestal or Large Capacity Feeder.
11. **Paper size indicator**
 The size of the paper set in the drawer can be checked.
12. **Paper Feed Pedestal and Additional Drawer Module or Large Capacity Feeder**
 Use the Paper Feed Pedestal to add one drawer. The Additional Drawer Module can be installed in this device. A maximum of 550 sheets (80 g/m² or 20 lb. Bond) of plain paper can be placed in one go.
 A maximum of 2000 sheets (80 g/m² or 20 lb. Bond) of plain paper can be placed in the Large Capacity Feeder.
13. **Paper Feed Unit**
 Use the Paper Feed Unit to add the second drawer. A maximum of 550 sheets (80 g/m² or 20 lb. Bond) of plain paper can be placed in one go.
14. **Drawer**
 A maximum of 250 sheets of plain paper can be placed in one go.
 P.15 "Placing paper" in this manual

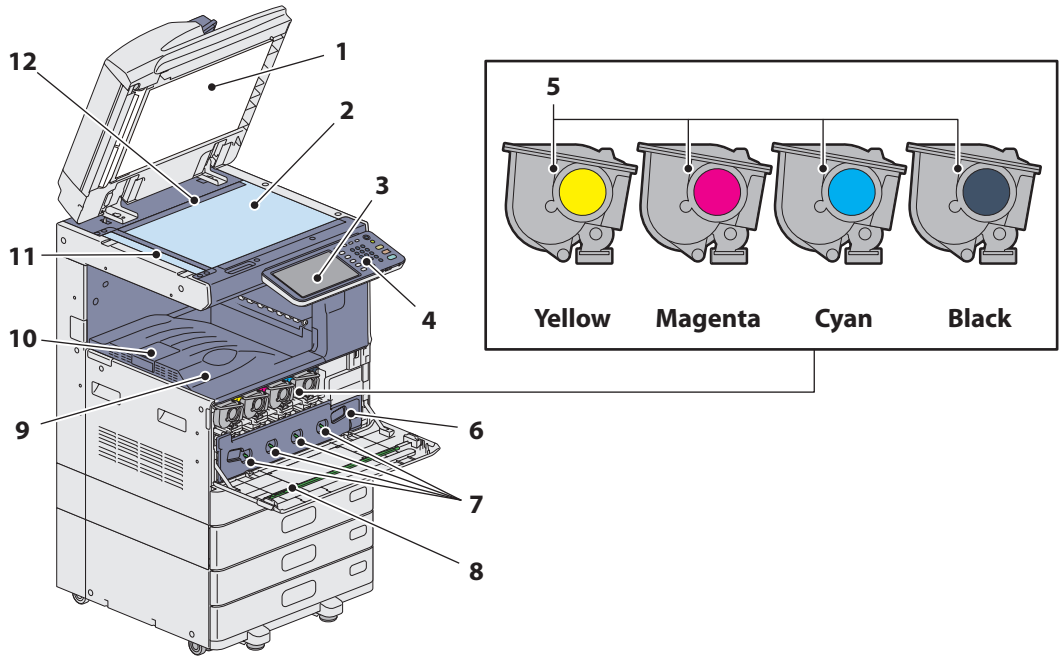
15. Front cover
Open this cover when you replace the toner cartridge and clean the charger.

16. Main power switch
Use this switch to turn the power of the equipment ON or OFF.
P.12 "Turning Power ON/OFF" in this manual

17. Alarm lamp
This orange lamp lights when a paper misfeed has occurred in the Reversing Automatic Document Feeder.

18. Document lamp
This blue lamp lights when the originals are placed on the original feeder tray. It also blinks while the originals are being scanned.

Left / Inner side



1. Platen sheet
Use this to hold the original on the original glass to scan it.
P.42 "Regular Cleaning" in this manual

2. Original glass
Use this to copy three-dimensional originals, book-type originals and special paper such as OHP film or tracing paper, as well as plain paper.

3. Touch panel
Use this to set and operate various types of functions such as copying, scanning and faxing. This also displays messages, such as when paper runs out or paper misfeeds occur.
P.10 "Touch panel" in this manual

4. Control panel
Use this to set and operate various types of functions such as copying and faxing.
P.8 "Control panel" in this manual

5. Toner cartridge
When toner runs out, the message appears on the touch panel. Replace the cartridge following the procedure below.
P.36 "Replacing Toner Cartridge" in this manual

6. Waste toner box
When "Dispose of used toner" appears on the touch panel, replace the waste toner box according to the following procedures.
P.37 "Replacing Waste Toner Box" in this manual

7. Main charger cleaners
If unevenness occurs on the copied or printed paper, clean the main chargers according to the following procedures.
P.43 "Cleaning the main chargers and LED print heads" in this manual

8. LED print head cleaner
If unevenness occurs on the copied or printed paper, clean the LED print head according to the following procedures.
P.43 "Cleaning the main chargers and LED print heads" in this manual

9. Exit tray
Printed paper exits into this tray.

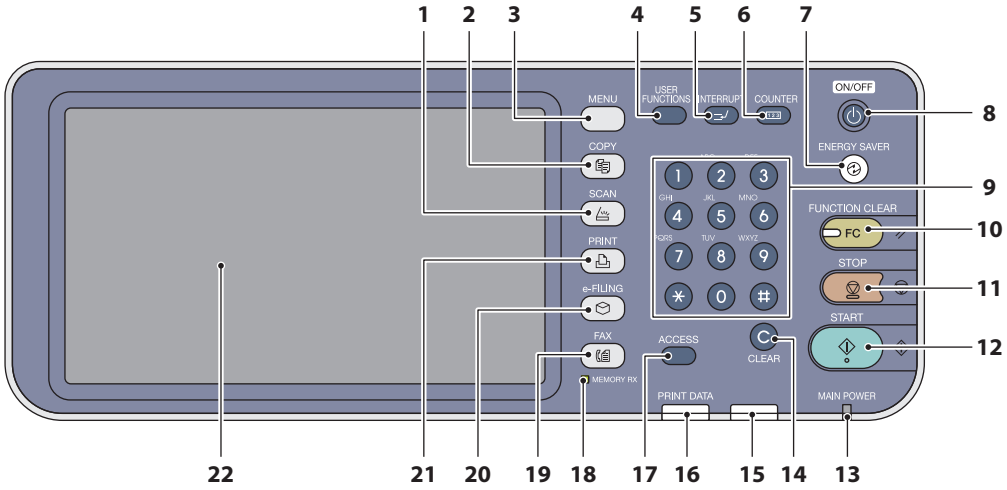
10. Paper exit stopper
Use this to prevent the exiting paper from falling. Open this when you make many copies or prints on a larger size of paper such as A3, B4, LD and LG.

11. Scanning area
The data of originals transported from the Reversing Automatic Document Feeder are scanned here.
P.42 "Regular Cleaning" in this manual

12. Original scale
Use this to check the size of an original placed on the original glass.

Control panel

Use the buttons on the control panel for various operations and settings in the equipment.



1. [SCAN] button
Use this button to access the scanning function.

2. [COPY] button
Use this button to access the copying function.

3. [MENU] button
Use this button to display frequently used templates.

4. [USER FUNCTIONS] button
Use this button for paper size or media type setting of drawers, and registration of the copy, scan and fax settings including a default setting change.
📖 ***MFP Management Guide*** (PDF): "Chapter 1: SETTING ITEMS (USER)"
📖 ***MFP Management Guide*** (PDF): "Chapter 2: SETTING ITEMS (ADMIN)"

5. [INTERRUPT] button
Use this button to interrupt print processing and perform a copy job. The interrupted job is resumed through your pressing this button again.

6. [COUNTER] button
Use this button to display the counter.
📖 ***MFP Management Guide*** (PDF): "Chapter 3: MANAGING COUNTERS (COUNTER MENU)"

7. [ENERGY SAVER] button
Use this button for the equipment to enter the energy saving mode.

8. [POWER] button
Use this button to turn the power of the equipment ON or OFF (shutdown).

9. Digital keys
Use these keys to enter any numbers such as the number of copies, telephone numbers or passwords.

10. [FUNCTION CLEAR] button
When this button is pressed, all selected functions are cleared and returned to the default settings. If the default setting is changed on the control panel, and then copying, scanning, faxing or similar is performed, the lamp of this button (orange) blinks.

11. [STOP] button
Use this button to stop any scanning and copying operations in progress.

12. [START] button
Use this button to start copying, scanning and faxing operations.

13. MAIN POWER lamp
This green lamp lights when the main power switch is ON.

14. [CLEAR] button
Use this button to correct the numbers keyed in, such as the number of copy sets.

15. Alarm lamp
This orange lamp lights when an error occurs and some action needs to be taken.

16. PRINT DATA lamp
This blue lamp lights during reception of data such as print data.

17. [ACCESS] button
Use this button when the department code or user information has been set. If this button is pressed after copying, etc., the next user needs to enter the department code or user information.
📖 P.67 "Logging in" in this manual

18. MEMORY RX / LINE lamp
This green lamp lights in the status of the fax data reception and fax communication. The equipment can be operated even while these lamps are lit.

19. [FAX] button
Use this button to access the Fax / Internet Fax function.

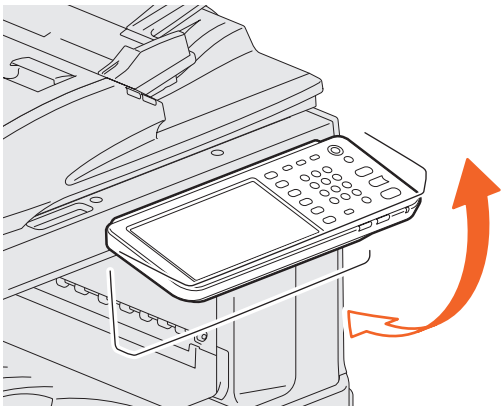
20. [e-FILING] button
Use this button to access stored image data.
This button is not provided for the e-STUDIO2051C/2551C.

21. [PRINT] button
Use this button to access the printing functions such as private printing, in this equipment.

22. Touch panel
Use this panel for the various settings of the copying, scanning and Fax functions. This also displays messages, such as when paper runs out or paper misfeeds occur.

Adjusting the angle of the control panel

The angle of the control panel is adjustable at any angle between 7 and 90 degrees from the horizontal position.

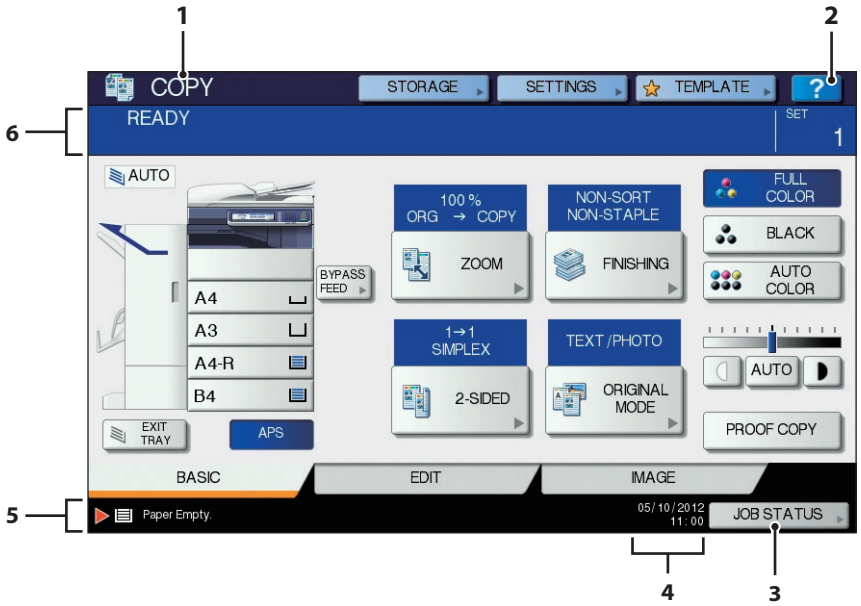


⚠CAUTION

When changing the angle of the control panel, be careful not to catch your hands in the gap between the equipment and the control panel.
This could injure you.

Touch panel

When the power is turned ON, the basic menu for copying functions is displayed on this touch panel. The status of the equipment is also displayed on the touch panel with messages and illustrations.
The menu shown at the time of turning the power ON can be changed to one for functions other than copying, for example, Fax function. Contact your service technician or representative for details.



1. **Function display**
 The function being used, such as copying or faxing, is displayed.
2. **[?] (HELP) button**
 Use this button to view the explanation of each function or the buttons on the touch panel.
 📖 P.47 "Using the Help functions" in this manual
3. **[JOB STATUS] button**
 This indicates the processing status of copy, fax, scan or print jobs, and also allows you to view their performance history.
4. **Date and time**
 The present date and time are displayed.
5. **Alert message indication area**
 This shows alert messages such as when the toner cartridges must be replaced.
6. **Message indication area**
 The explanation of each operation or the current status is displayed in message form.

Message displayed

The following information appears on the touch panel:
- Equipment status
- Operational instructions
- Cautionary messages
- Reproduction ratios
- Number of copy sets
- Paper size and amount of paper remaining in a selected drawer
- Date and time

Touch buttons

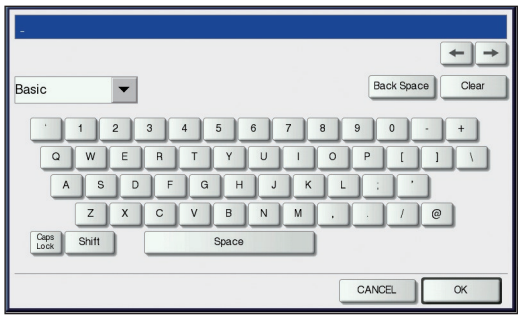
Press these buttons on the touch panel lightly to set various functions.

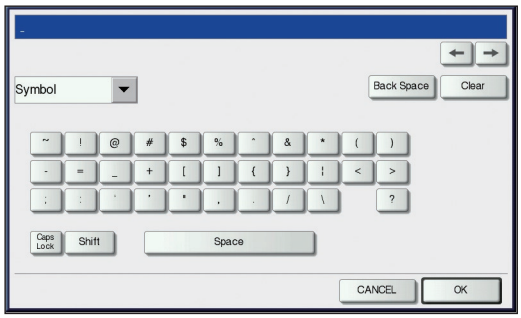
Adjusting the contrast of the touch panel

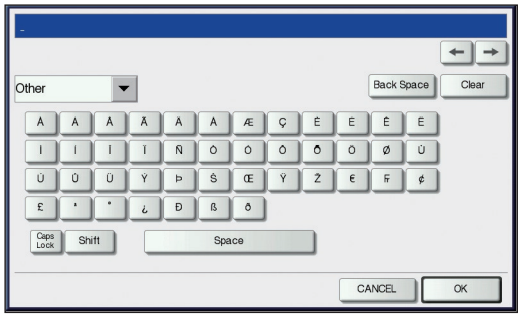
You can set the contrast of the touch panel in the USER FUNCTIONS menu entered by pressing the [USER FUNCTIONS] button on the control panel.
📖 ***MFP Management Guide*** (PDF): "Chapter 1: SETTING ITEMS (USER)" - "Setting General Functions"

Setting letters

The following menu is displayed when the entry of any letter is required for scanning or e-Filing, etc.
Use the buttons on the touch panel for letter entry.
After entering the letters, press [OK]. The menu will be changed.







The following buttons are used for letter entry.

[Basic]: Press this to access the basic keys.
[Symbol]: Press this to access the symbol keys.
[Other]: Press this to access the special keys.

[Caps Lock]: Press this to switch capital letters and small letters.
[Shift]: Press this to enter capital letters.
[Space]: Press this to enter a space.

[←] [→]: Press these to move the cursor.
[Back Space]: Press this to delete the letter before the cursor.
[Clear]: Press this to delete all letters entered.

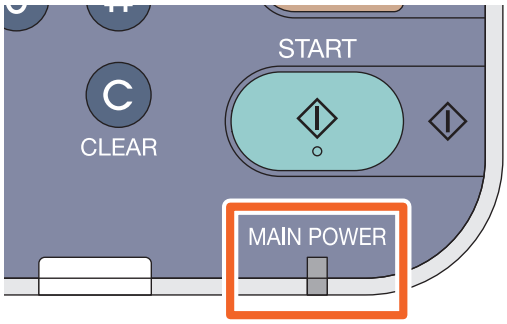
[CANCEL]: Press this to cancel the entry of letters.
[OK]: Press this to fix all entered letters.

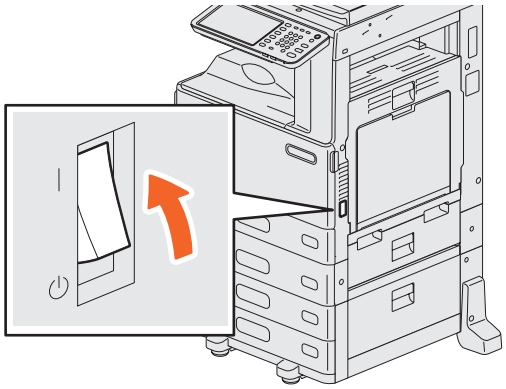
Turning Power ON/OFF

This section explains how to turn the power ON and OFF as well as the energy saving mode. How to turn the power ON differs between when the MAIN POWER lamp (green) on the control panel is lit and when it is not.

Turning the power ON

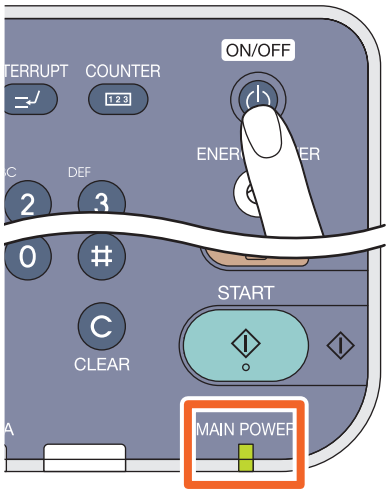
When the MAIN POWER lamp (green) on the control panel does not light:





Turn the power ON there.

When the MAIN POWER lamp (green) on the control panel lights:



Press the [POWER] button.

- The equipment starts warming-up. "Wait Warming Up" appears during warming-up.
- While the equipment is warming up, you can use the auto job start function. For details, refer to the following guide:
 📖 ***Copying Guide*** (PDF): "Chapter 2: HOW TO MAKE COPIES" - "Making Copies"

When the equipment is ready for copying, "READY" will appear.
When you turn the power of the equipment OFF, be sure also to shut it down by pressing the [POWER] button on the control panel. Do not simply turn the main power switch OFF. For details, see the following page:
📖 P.13 "Turning the power OFF (Shutdown)" in this manual

When "ERASING DATA" appears

This message appears when the Data Overwrite Enabler has been installed. It appears immediately after the power is turned ON or after the equipment has been operated. You can operate the equipment even if it is displayed.

Tip

When the equipment is controlled under the department or user management function, enter the department code or user information first. For details, see the following page:
📖 P.67 "Logging in" in this manual

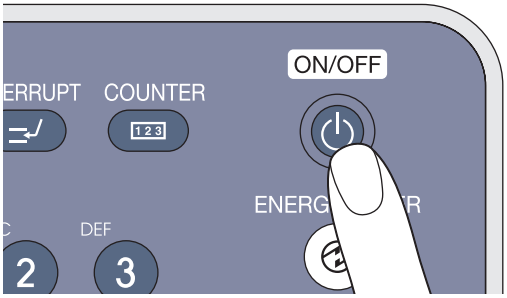
Turning the power OFF (Shutdown)

When turning the power of the equipment OFF, be sure to shut it down according to the procedure below. Check the following three points before shutdown.

- No jobs should be left in the print job list.
- None of the PRINT DATA lamp (blue) or the MEMORY RX / LINE lamp (green) should be blinking.
 (If the equipment is shut down while any of the above lamps is blinking, jobs in progress such as FAX reception will be aborted.)
- No computer should access the equipment via the network, such as TopAccess.

Note

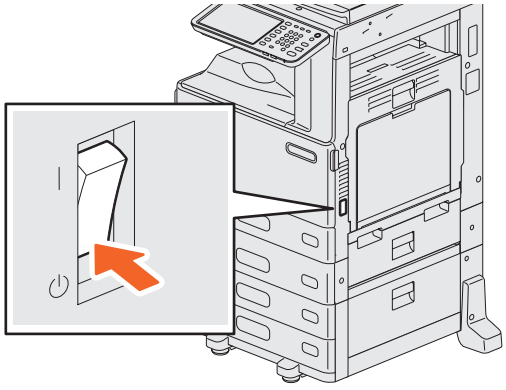
If a job in process exists when the [POWER] button of the control panel is pressed, "Processing job will be deleted. Are you sure you want to shutdown?" appears.



Press the [POWER] button until a "pip" sound is heard.

"Shutdown is in progress." appears for a while, and then the power is turned OFF.

When the equipment is not used for a long period of time:



Press the [POWER] button on the control panel to shut down the equipment, check that the [ENERGY SAVER] button (green) stops blinking and is definitely not lit, and then turn the power OFF with the main power switch.

When the power is turned OFF with the main power switch, the MAIN POWER lamp (green) will go out.

Saving energy when not in use – energy saving modes –

This equipment supports three energy saving modes; the Automatic Energy Save mode, Sleep mode and Super Sleep mode. The table below shows the procedures to switch modes manually and the conditions under which the equipment enters into or recovers from each mode.

Energy saving modes	Procedure to switch modes	Conditions to enter into the mode	Status of equipment	Conditions to recover from the mode
Automatic Energy Save mode	When a specified period of time *1 has passed since the last use of the equipment.	—	"Saving energy - press START button." appears on the touch panel.	When a button on the control panel *2 is pressed or when print data or fax data are received.
Sleep mode	When the [ENERGY SAVER] button *3 is pressed or when a specified period of time *4 has passed since the last use of the equipment.	When a particular option *5 is installed or when a particular protocol *6 is enabled.	The touch panel display goes off and the [ENERGY SAVER] button lights in green.	Same as the Automatic Energy Save mode.
Super Sleep mode	When the [ENERGY SAVER] button *3 is pressed or when a specified period of time *4 has passed since the last use of the equipment.	When a particular option *5 is not installed and also when a particular protocol *6 is disabled.	Only the MAIN POWER lamp (green) lights.	When the [POWER] button is pressed, when print or fax data are received through a wired LAN or when the time set for Scheduled Print has come.

*1 The default value set at the factory shipment is 1 minute.
*2 Any of the [START], [ENERGY SAVER], [COPY], [e-FILING], [SCAN], [PRINT] and [FAX] buttons.
*3 [ENERGY SAVER] button on the control panel.
*4 The default value set at the factory shipment is 1 minute (The default value set at the factory shipment of the European version is 10 minutes).
*5 The Wireless LAN Module and/or e-BRIDGE ID Gate.
*6 Any of IPX, AppleTalk and other protocols. When the IPsec function is enabled or the Ethernet speed is set to [AUTO (-1000MB)] or [1000BASE FULL], the equipment enters into the Sleep mode. For details, refer to the following guide:
📖 ***TopAccess Guide*** (PDF): "Chapter 8: [Administration] Tab Page" - "[Setup] Item list"

For changing the set period of time for entering into each mode, refer to the following guide:

Note

For the European version

Contact your service representative to change the default settings noted above.

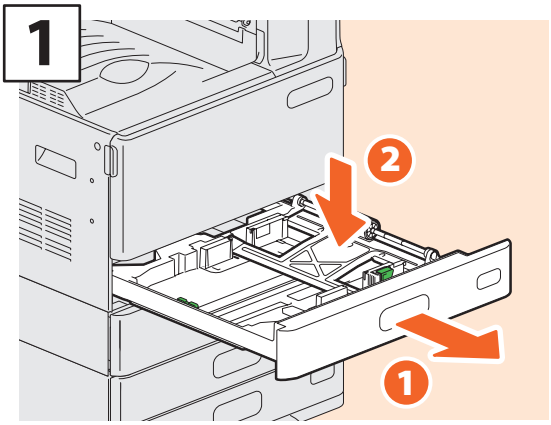
📖 ***MFP Management Guide*** (PDF): "Chapter 2: SETTING ITEMS (ADMIN)" - "Setting General Functions"
When the set period of time for switching to the Automatic Energy Save mode is the same as that for the Sleep mode or the Super Sleep mode, the equipment enters into the Sleep mode or the Super Sleep mode after the set period of time.

Placing Paper and Originals

This section explains how to set paper and originals. Incorrect setting causes image skews or paper misfeeds. Follow the procedure below.

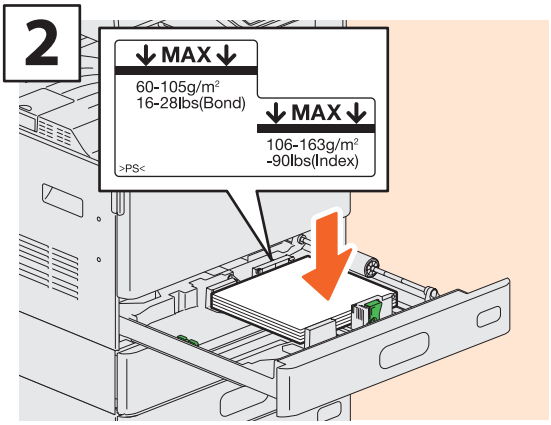
Placing paper

1



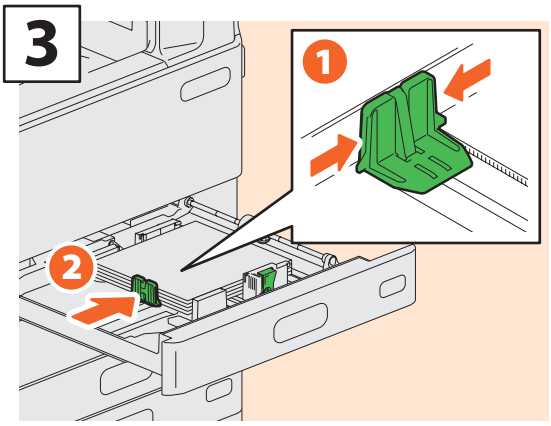
Pull out the drawer, and press down the paper plate. When placing paper in the Paper Feed Unit, Paper Feed Pedestal, or Additional Drawer Module, pull out the drawer, and then proceed to step 2.

2



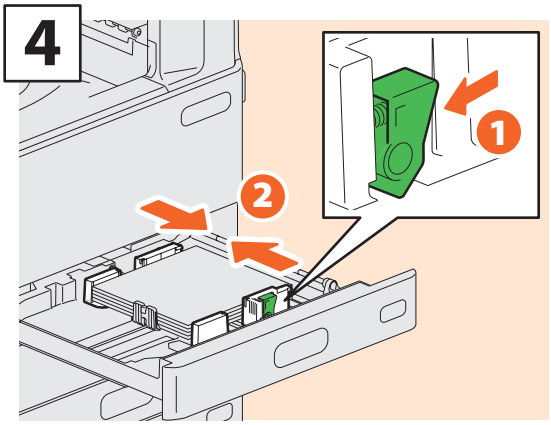
Place paper face up.

3



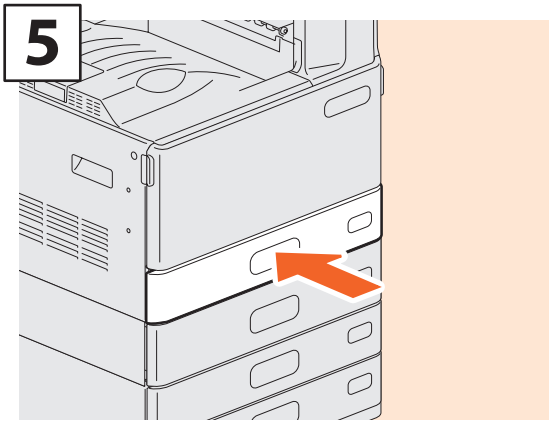
Set the end guide so that it matches the paper size.

4



Set the side guides so that they match the paper size.

5



Push in the drawer.

⚠CAUTION

Be careful not to catch your fingers when pushing the drawer back.

This could injure you.

Note

Be sure that the height of the stacked paper does not exceed the MAX line indicated on the side guides.

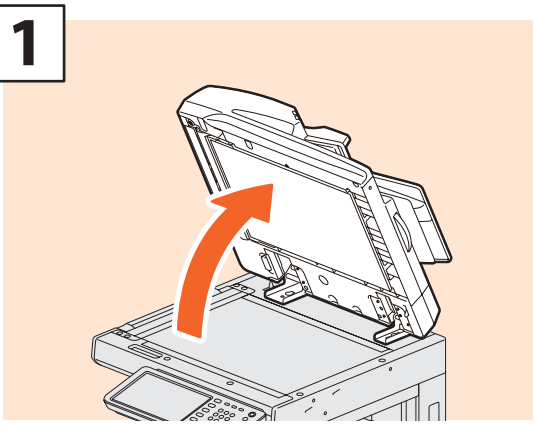
Tips

- For paper available for the equipment, see the following page:
 📖 P.70 "Specifications of Equipment" in this manual
- Paper can be placed in the Paper Feed Unit, Paper Feed Pedestal and Additional Drawer Module following the above procedure. For placing paper in the Large Capacity Feeder, refer to the following guide:
 📖 ***Copying Guide*** (PDF): "Chapter 1: BEFORE USING EQUIPMENT" - "Placing Paper"

Placing originals

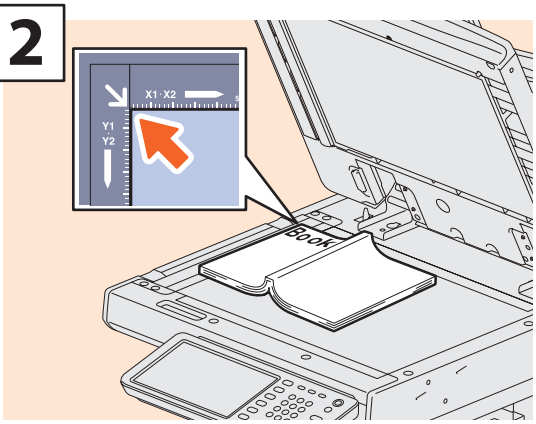
Original glass

1



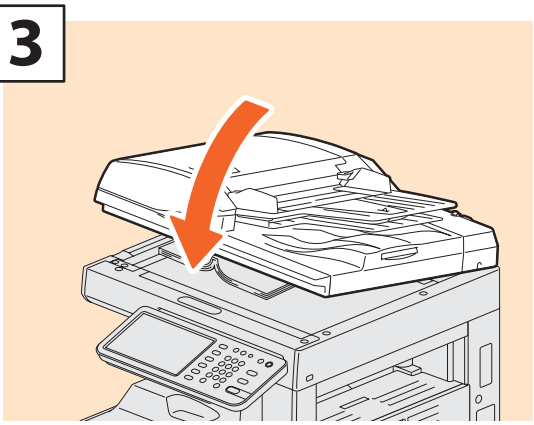
Raise the Original Cover or the Reversing Automatic Document Feeder.

2



Place the original with its face down on the original glass and align it against the left rear corner.

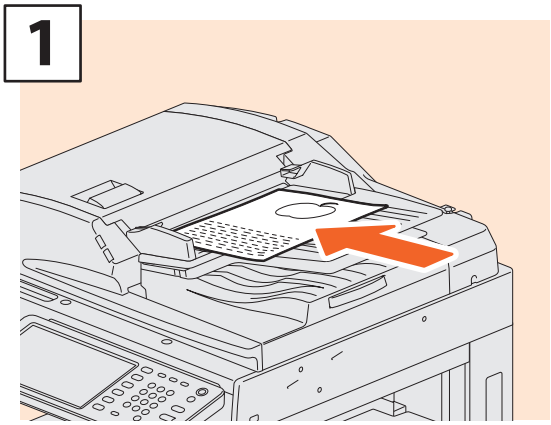
3



Lower the Original Cover or the Reversing Automatic Document Feeder carefully.
e-STUDIO2051C/2551C: Press [ZOOM] and set the size of the original.
📖 *Copying Guide* (PDF): "Chapter 3: BASIC COPY MODES" -"Enlargement and Reduction Copying"

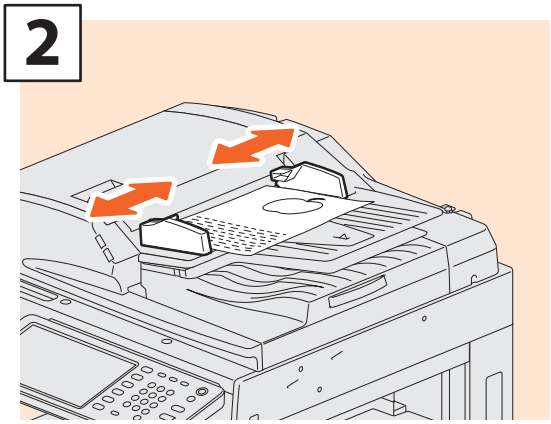
Reversing Automatic Document Feeder

1



Place the originals face up on the original feeder tray. Be sure that the document lamp (blue) lights up, which is provided on the Reversing Automatic Document Feeder.

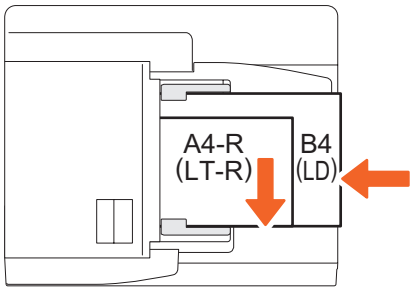
2



Align the side guides to the original length.

Tip

When placing mixed-size originals on the Reversing Automatic Document Feeder, adjust its side guides to the widest original, and then align the originals against the guide on the front side.



⚠CAUTION

Do not place any heavy objects (4 kg (9 lb.) or over) on the original glass and do not press on it with force.
Breaking the glass could injure you.

Installing Client Software

How to install the client software such as the printer driver from the Client Utilities/User Documentation DVD co-packed with the equipment is described as follows.

Recommended installation

The recommended client software such as the printer driver can be installed all in one go.

1 **Turn the power ON and confirm that "READY" appears on the touch panel.**
P.12 "Turning Power ON/OFF" in this manual

2 **Insert the Client Utilities/User Documentation DVD in the DVD-ROM drive of a Windows computer.**

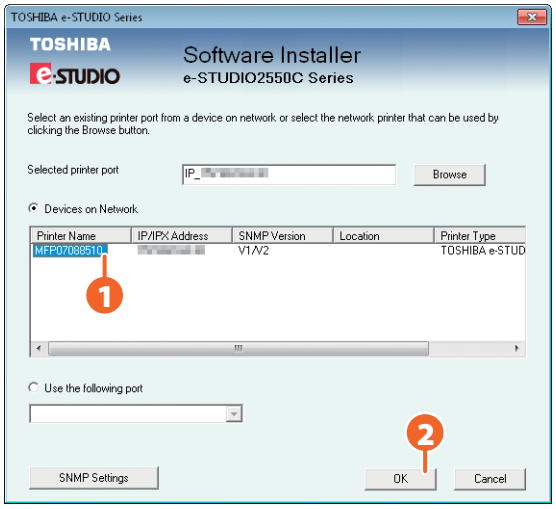
> **Tip**
> To install the client software, log onto Windows with a user account which enables the installation such as "Administrators".

3 **Select [I agree to the terms of the License Agreement.] and click [Next].**

4 **Click [Recommended].**

5 **Click [Install].**

6 **A list for the discovered printers is displayed. Then 1 select this equipment on the list and 2 click [OK].**



Continued on next page

7 When the installation is completed, click [Finish].



Tips

- For details of the Client Utilities/User Documentation DVD, see the following page.
 P.61 "Client Utilities/User Documentation DVD" in this manual
- For details of the recommended installation, refer to the following guide.
 Software Installation Guide (PDF): "Chapter 2: RECOMMENDED INSTALLATION"

8 Click [Exit] and then [Yes] to finish the installation.

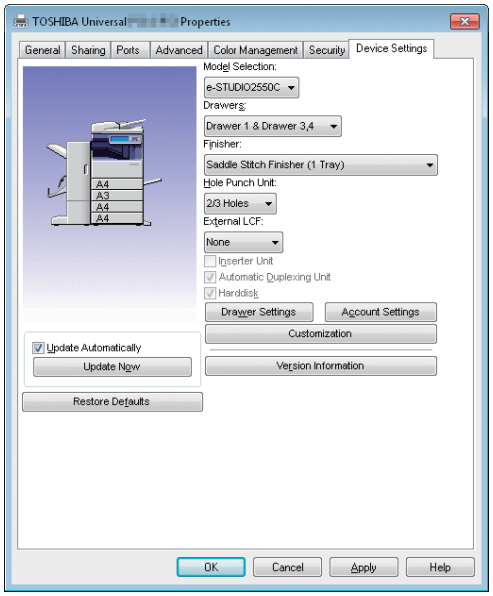
Setting the printer driver

Before using the printer driver, you must configure the options installed in the equipment.

1 Select [Devices and Printers] in the [Start] menu.

2 Select TOSHIBA Universal Printer 2, right-click and then click [Printer Properties].

3 The configuration data of the options can be obtained automatically by opening the [Device Settings] tab menu.



4 Click [OK]. The setting is completed.

Chapter 2
BASIC OPERATION

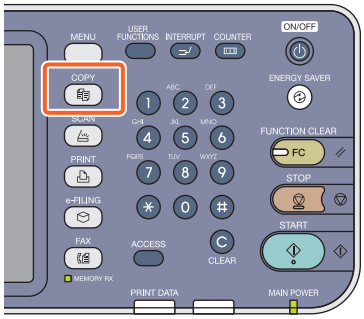
Basic Copying Operation 20
Basic Fax Operation 24
Basic Scanning Operation 28
Basic e-Filing Operation 30
Basic Printing Operation 32
Basic Menu Operation.....34

Basic Copying Operation

The basic copying procedures, such as enlargement/reduction copying and duplex copying as well as bypass copying, are as follows.

Making copies

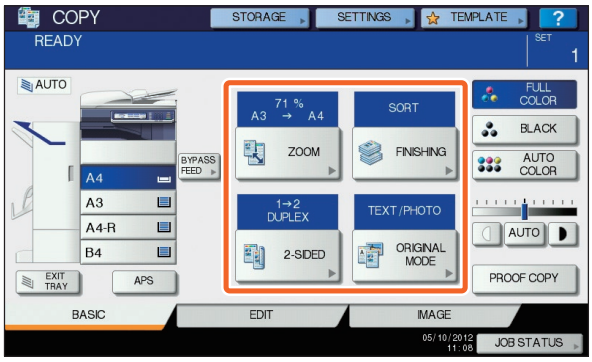
1 Press the [COPY] button on the control panel.



2 Place the original(s).

P.16 "Placing originals" in this manual

3 Select the copy modes as required.

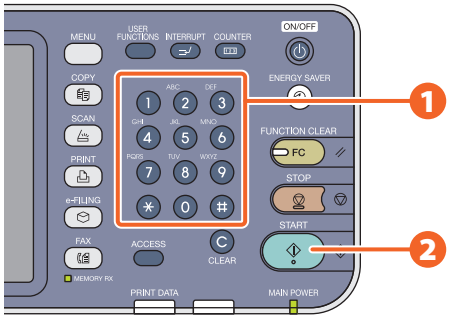


Tip

You can switch the color mode. There are 3 color modes as shown below.

FULL COLOR: All originals are copied in full color. (Default)
BLACK: All originals are copied in black and white.
AUTO COLOR: The equipment automatically judges the type of each color on originals. Colored originals are copied in full color and black-and-white originals are copied in black and white.

4 ❶ Key in the desired number of copies, and then ❷ press the [START] button on the control panel. Copying starts.

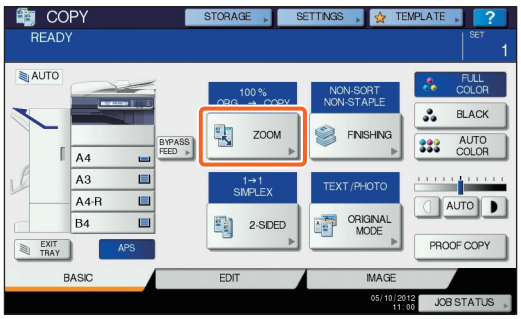


Tips

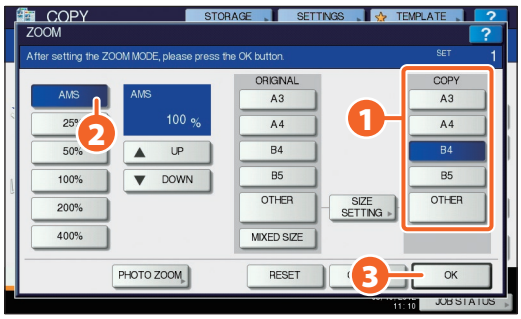
- To stop copying, press the [STOP] button on the control panel and then [MEMORY CLEAR] on the touch panel.
- Printed paper exits to the exit tray of the equipment or the Finisher. The tray to which the paper exits is indicated by the arrow on the touch panel.

Enlargement and reduction copying

1 Press [ZOOM].



2 ❶ Select the desired paper size, ❷ press [AMS], and then ❸ [OK].

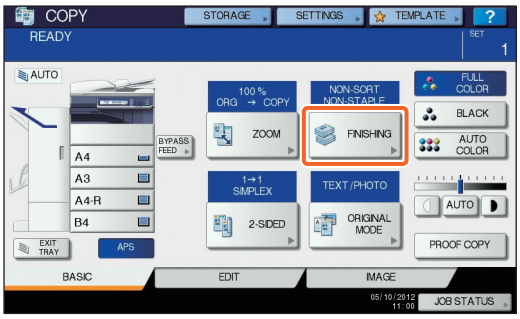


Tips

- Align the originals according to the desired paper size and direction. The size of the originals will be automatically determined.
- Automatic size detection for originals on the original glass is available only for e-STUDIO 2050C/2550C.
- When copying a set of originals whose sizes and directions are different, press [MIXED SIZE].

Selecting finishing mode (sorting)

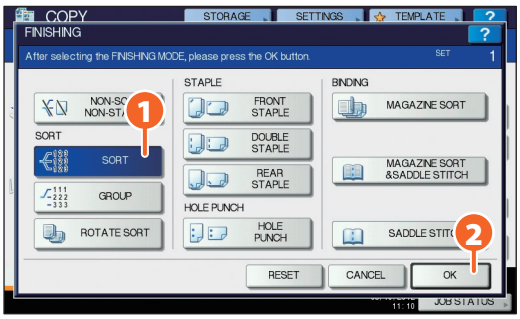
1 Press [FINISHING].



Tip

When you use the Reversing Automatic Document Feeder, the sorting mode is automatically set.

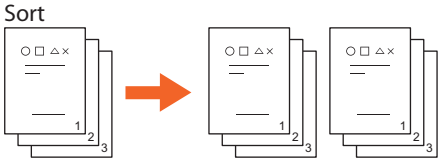
2 ❶ Press [SORT] and then ❷ [OK].



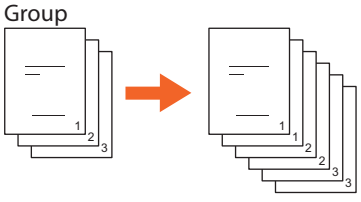
Tips

- To set the staple and the hole punch mode, the optional finishing devices are needed. For the necessary options, see the following page.
 P.64 "Options" in this manual
- For example, when "Original 1", "Original 2" and "Original 3" are copied in 2 sets, they can be made as follows.

Sort

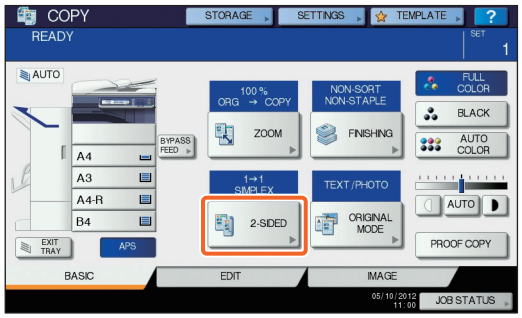


Group

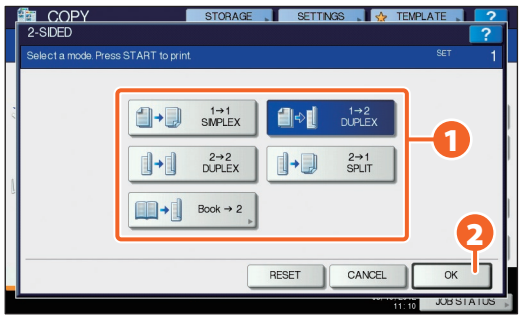


Setting duplex copy

1 Press [2-SIDED].



2 ❶ Select the desired duplex mode and then ❷ press [OK].



Note

e-STUDIO2051C/2551C: This mode is available only when the Automatic Duplex Unit is installed.

Tip

You can choose from 5 types.

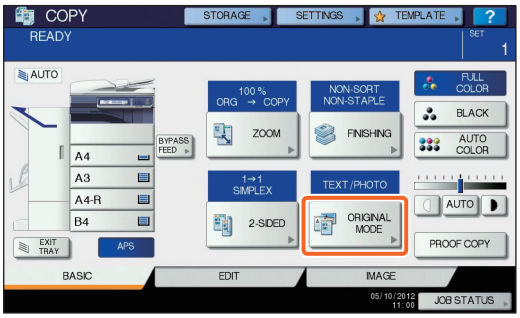
For example, the following settings can be made.

1-sided original to 2-sided copy: 1→2 DUPLEX

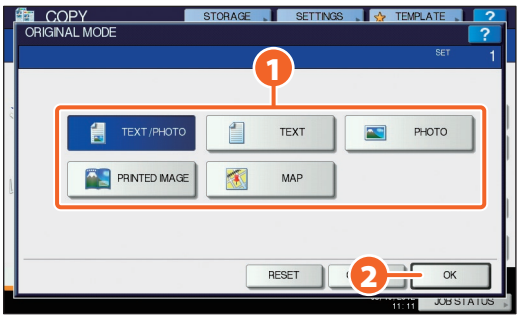
2-sided original to 2-sided copy: 2→2 DUPLEX

Setting original mode

1 Press [ORIGINAL MODE].



2 ❶ Select the desired original mode and then ❷ press [OK].



Tip

The selectable original mode differs depending on the color mode. In the full color mode, you can choose from 5 types.

For example, the following settings can be made.

Originals with text and photographs mixed: TEXT/PHOTO

Density adjustment

You can manually adjust the density by pressing either ◐ or ◑.



Tip

To lighten the density, press ◐, to darken it, press ◑.

Press [AUTO] to adjust the density automatically.

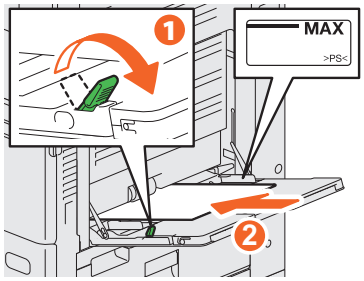


Tip

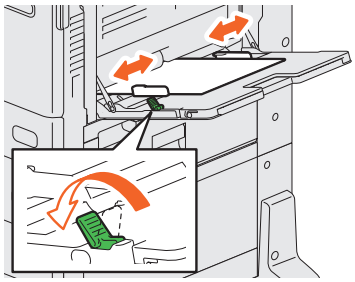
The automatic density adjustment is set by default.

Bypass copying

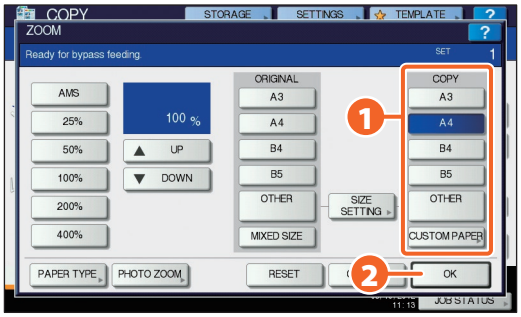
1 ❶ Move the paper holding lever toward the outside and then ❷ place paper face down on the bypass tray.



2 Align the side guides to the paper length and then move the paper holding lever toward the equipment.



3 ❶ Press the button corresponding to the size of paper set on the bypass tray and then ❷ [OK].



Tip

Press [PAPER TYPE] if the type of the paper you placed on the bypass tray is other than plain paper.

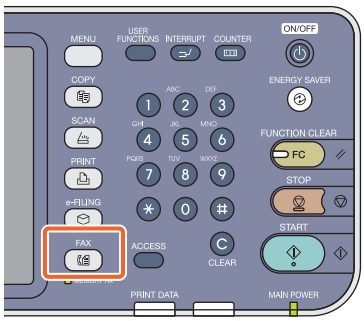
4 Press the [START] button. Bypass copying starts.

Basic Fax Operation

The basic procedures for sending a fax, such as specifying fax numbers in the address book or setting the transmission conditions, are as follows.

Sending a fax

1 Press the [FAX] button on the control panel.



2 Place the original(s).

P.16 "Placing originals" in this manual

3 Key in the fax number of the recipient by pressing [INPUT FAX No.] on the touch panel or the digital keys on the control panel.



Tip

If you make a mistake when entering a fax number, press [BACK SPACE] on the touch panel to delete them one by one.
Or press the [CLEAR] button on the control panel or [CLEAR] on the touch panel to delete all the numbers you entered.

4 Press [SEND] on the touch panel. The fax starts being sent.



Tip

Alternatively, you can press the [START] button on the control panel to send a fax.

Specifying recipients in the address book

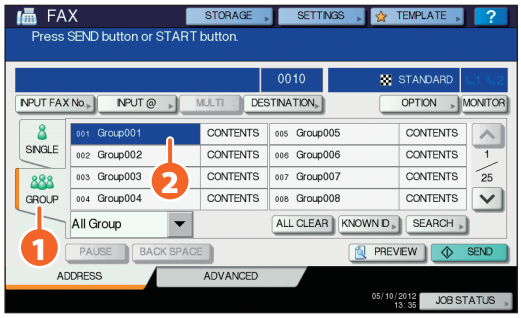
Specifying recipients one by one

1 Press the [SINGLE] tab to display the list of addresses, and then 2 the recipient's fax icon.



Specifying recipients in groups

1 Press [GROUP] tab to display the list of the groups, and then 2 the group name.



Tips

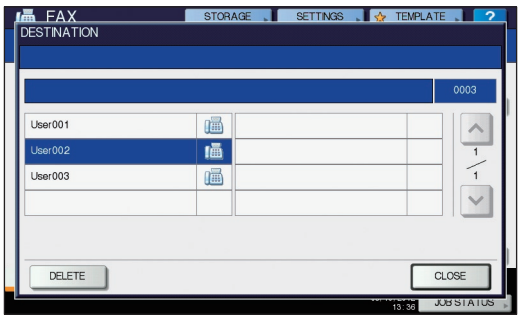
- You can specify up to a total of 400 recipients (single and group).
- To cancel a selected recipient, press it again.

Confirming recipients

1 Press [DESTINATION].



2 The recipient list screen is displayed.



Tip

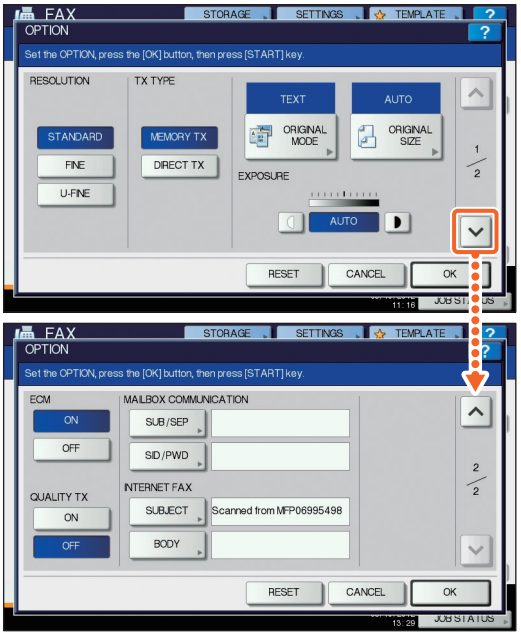
Select the recipient you want to delete, and then press [DELETE].

Setting the transmission conditions

1 Press [OPTION].



2 The transmission condition setting screen is displayed. Press ^ or v to switch the pages.



Tip

RESOLUTION: Set the resolution based on the fineness of the original.
ORIGINAL SIZE: Set the scan size of the original.

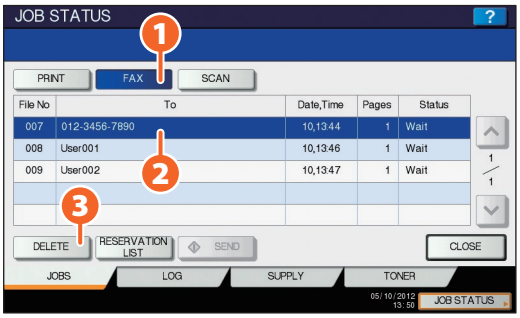
3 After each item is set, press [OK].

Canceling reserved transmissions

1 Press [JOB STATUS].



2 ❶ Press [FAX], ❷ select the reserved transmission you want to delete, and then ❸ press [DELETE].



3 Press [DELETE] on the confirmation screen. The reserved transmission is deleted.

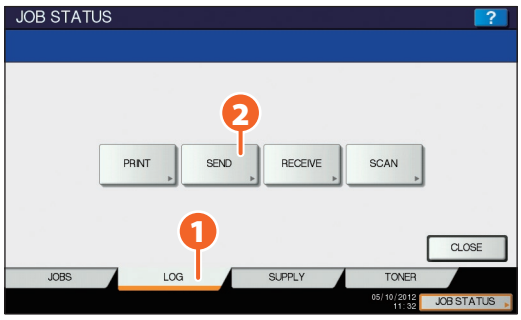


Checking communication status (log)

1 Press [JOB STATUS].



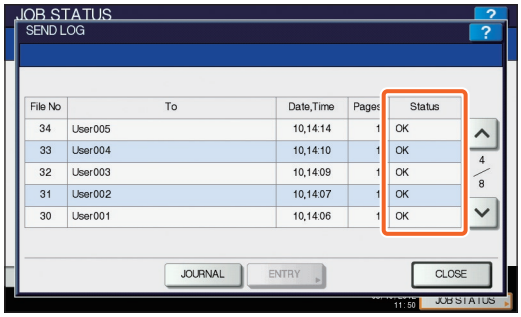
2 ❶ Select the [LOG] tab and then ❷ press [SEND].



Tip

Press [RECEIVE] to check the fax reception log.

3 The communication status list is displayed. If [OK] is indicated in the "Status", the transmission succeeded.

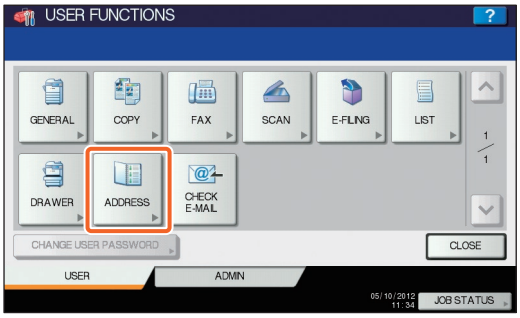


Tip

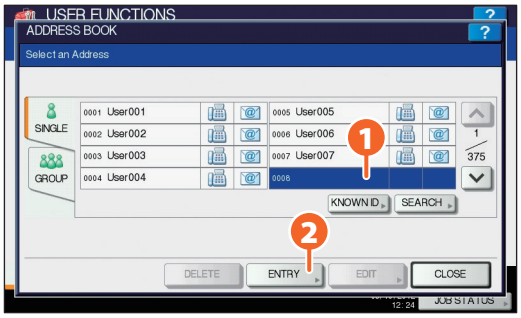
To register recipients in the address book from the send/receive log screen, select the record in the send or receive log, and then press [ENTRY].

Registering recipients

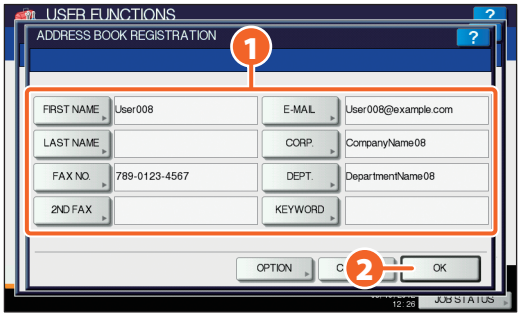
1 Press the [USER FUNCTIONS] button on the control panel and then [ADDRESS] on the touch panel.



2 ❶ Press an open button to create a new recipient and then ❷ [ENTRY].



3 ❶ Press each button on the touch panel to enter the following recipient information, and then ❷ [OK] to register it.



Basic Scanning Operation

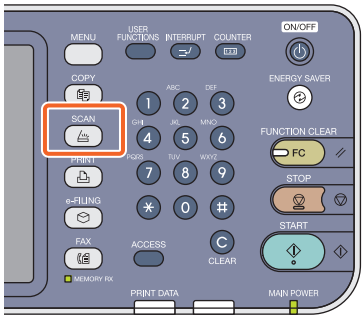
The basic operation of the scanning function, how to store the scanned data in a shared folder and store these data in a Windows computer is described as follows.

Storing the scanned data in a shared folder

Note

This operation is available only when the hard disk is installed in the equipment.

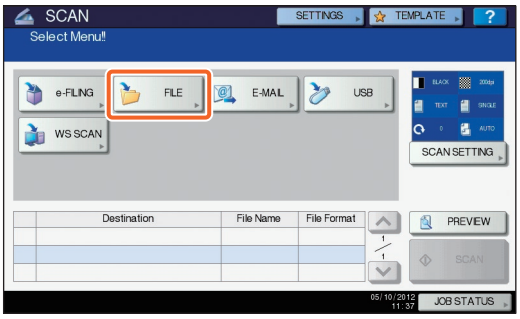
1 Press the [SCAN] button on the control panel.



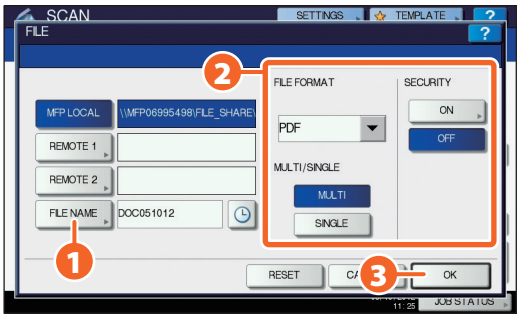
2 Place the original(s).

P.16 "Placing originals" in this manual

3 Press [FILE] on the touch panel.

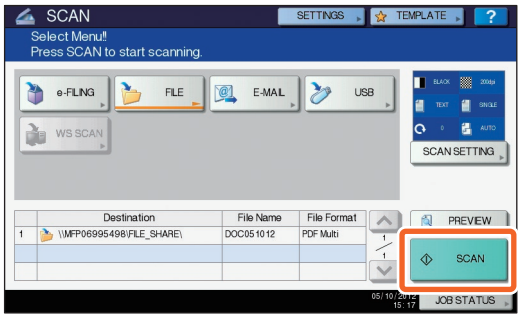


4 ❶ Set [FILE NAME], ❷ FILE FORMAT, etc. and then ❸ press [OK].



5 Change the scan settings as required.

6 Press [SCAN] on the touch panel. Scanning starts.



To store the scanned data of a shared folder in a Windows computer

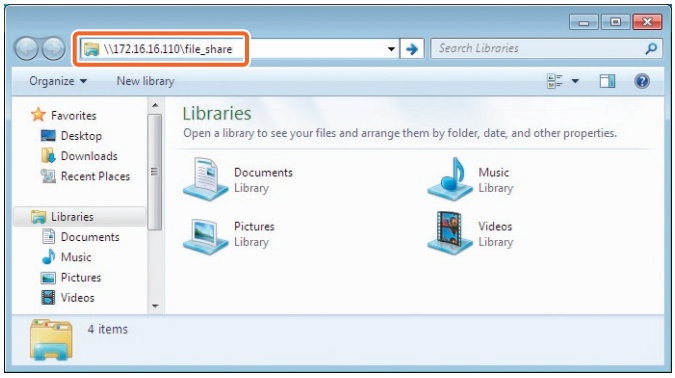
Note

This operation is available only when the hard disk is installed in the equipment.

1 **Start up Windows Explorer.**

2 **Enter the name of the shared folder, in which the IP address of the equipment and the scanned data are stored, in the address bar with the following format, and then press the [Enter] button.**

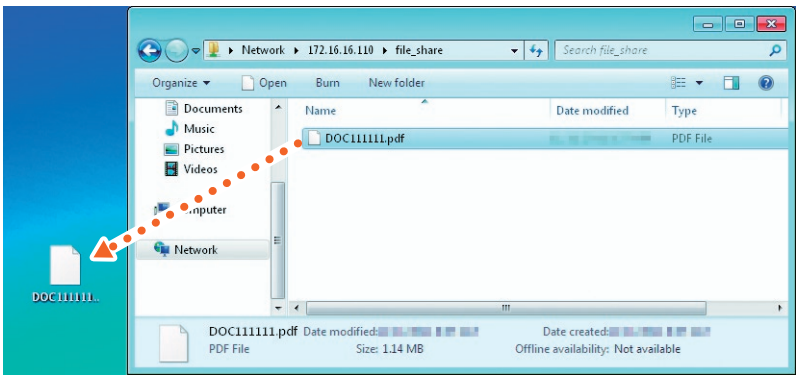
Format: \\[IP address of the equipment] \file_share
e.g.) When the IP address of the equipment is 172.16.16.110, enter **\\172.16.16.110\file_share** in the address bar of Windows Explorer.



Tips

- For the IP address of the equipment, ask your network administrator.
- It is convenient to make a shortcut of the "file_share" folder, since step 2 can be omitted.

3 **Store the scanned data in a Windows computer.**



Note

The scanned data stored in the shared folder will be automatically deleted in 30 days by default. Be sure to store them in a Windows computer before that.

Basic e-Filing Operation

e-Filing is a function to store documents in the hard disk of the equipment, they can then be printed as required.

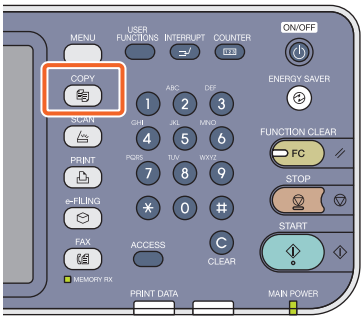
Storing documents

The originals are stored as e-Filing documents in the equipment.

Note

This operation is available only when the hard disk is installed in the equipment.

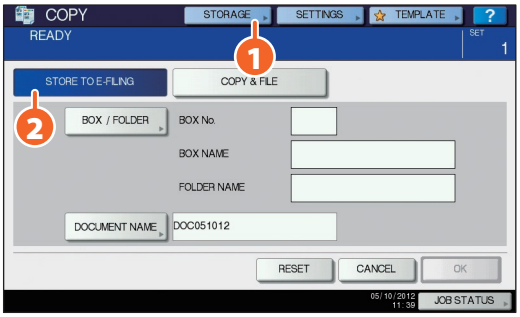
1 Press the [COPY] button on the control panel.



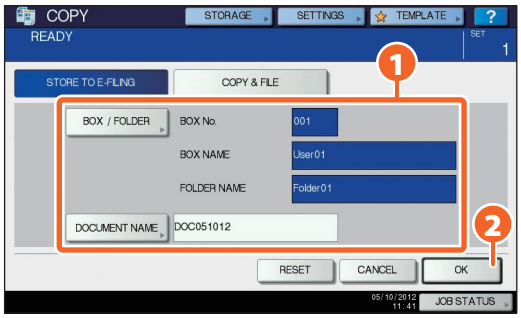
2 Place the original(s).

P.16 "Placing originals" in this manual

3 ❶ Press [STORAGE] and then ❷ [STORE TO E-FILING] on the touch panel.



4 ❶ Specify the box to be stored and the document name, and then ❷ press [OK].



Tip

When "Print this document?" appears, press [YES] if you want to do this as well as store it.

5 Press the [START] button on the control panel to store the documents.

Tip

You can store documents not only by copying them but also by scanning them or using the printer driver. For details, refer to the following guides:

Scanning Guide (PDF): "Chapter 2: BASIC OPERATION" - "Scan to e-Filing"

Printing Guide (PDF): "Chapter 2: PRINTING FROM WINDOWS" - "Printing with the Best Functions for Your Needs"

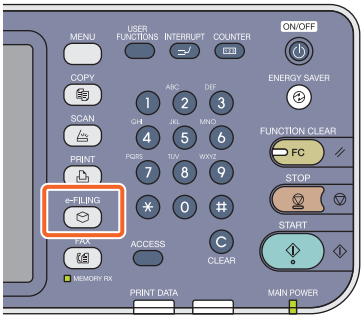
Printing Documents

The procedure for printing documents stored in e-Filing is as follows.

Note

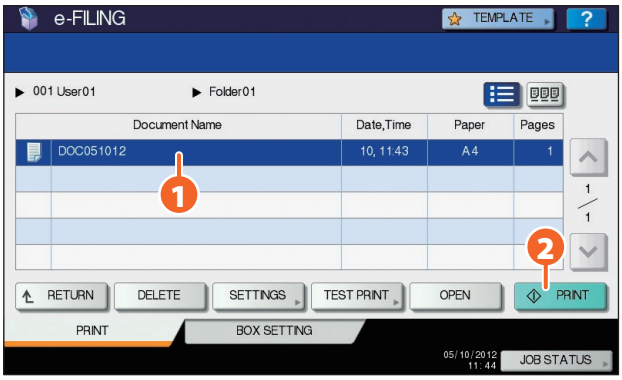
This operation is available only when the hard disk is installed in the equipment.

1 Press the [e-FILING] button on the control panel.



2 Select the box on the touch panel that contains the document you want to print.

3 ❶ Select the document you want to print, and then ❷ press [PRINT]. Printing starts.



Tip

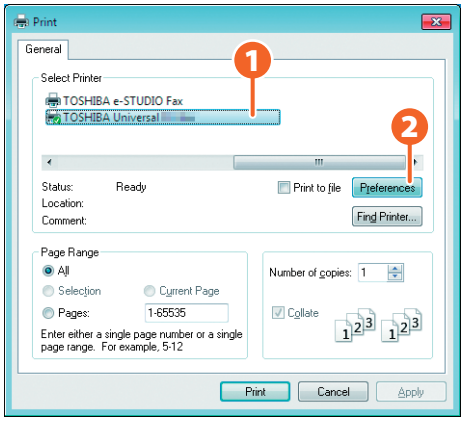
	Selected documents can be previewed in thumbnailed form.
	Selected documents can be deleted from e-Filing.
	This enables you to make print settings, such as selecting the duplex printing mode or adding page numbers.
	Specified pages of the document can be printed for confirmation.

Basic Printing Operation

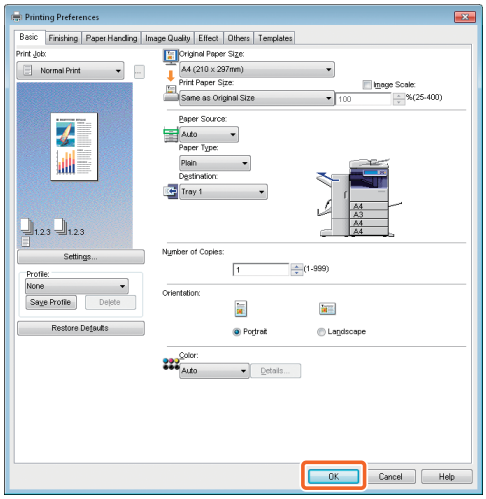
The basic operation of the printer function is as follows. This is for printing from a Windows computer with a Universal Printer 2 driver which needs to be installed in advance.

1 Select [Print] in the [File] menu of the application.

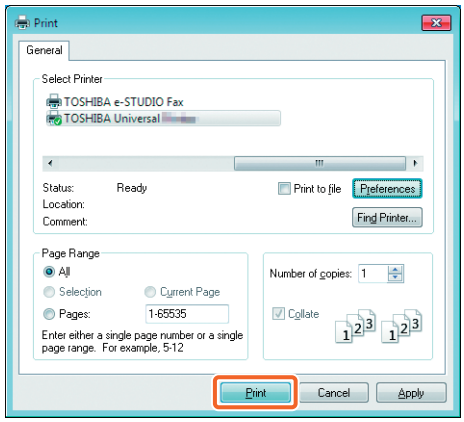
2 ❶ Select the printer driver of the equipment, and then ❷ click [Preferences] ([Properties]).



3 Set the print options as required and click [OK].



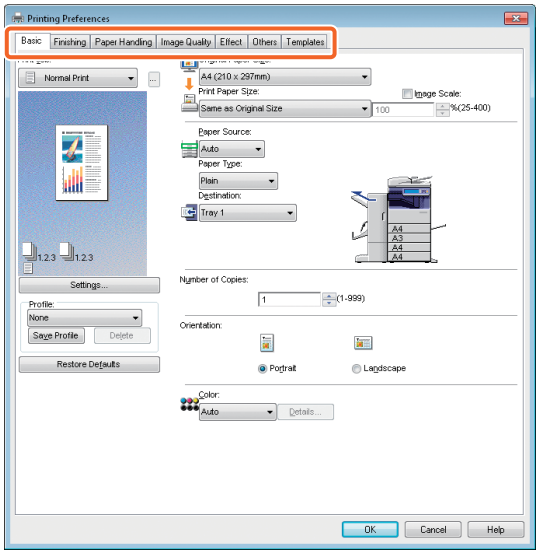
4 Click [Print] ([OK]). Printing starts.



Tip

To install the printer driver in a Windows computer, refer to the following guide:
📖 P.17 "Installing Client Software" in this manual
📖 ***Software Installation Guide*** (PDF): "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS"
To install the printer driver in a Macintosh computer, refer to the following guide:
📖 ***Software Installation Guide*** (PDF): "Chapter 4: INSTALLING PRINTER DRIVERS FOR MACINTOSH"

Setting Universal Printer 2 driver

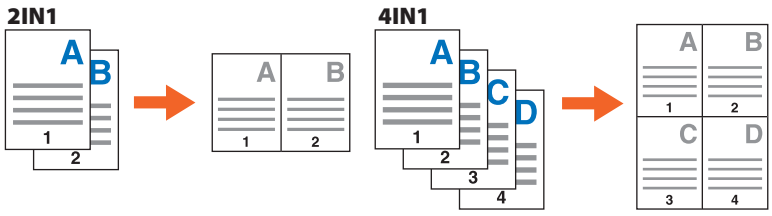


To specify paper size or number of copy sets
Click the [Basic] tab in the property dialog box of the printer driver.

To specify 2-sided printing or N-up printing
Click the [Finishing] tab in the property dialog box of the printer driver. If the Finisher is installed, "Staple" or "Hole Punch" can be selected.

Tip

Select "Number of pages per Sheet" to print several pages on one sheet. The pages are reduced to fit the selected paper size automatically and printed.



To specify Front cover printing
Click the [Paper Handling] tab in the property dialog box of the printer driver.

To adjust Image Quality
Click the [Image Quality] tab in the property dialog box of the printer driver.

To print with character strings or graphics on the background of the paper
Click the [Effect] tab in the property dialog box of the printer driver.

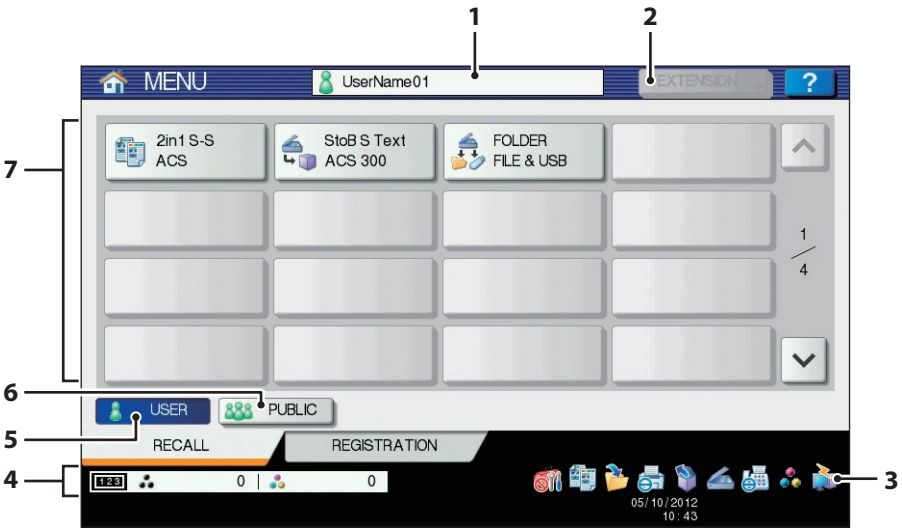
To set not to print blank pages
Click the [Others] tab in the property dialog box of the printer driver.

To print with templates
Click the [Templates] tab in the property dialog box of the printer driver.

Basic Menu Operation

Press the [MENU] button on the control panel to use templates and check the print counter.

When the user management function is enabled, log in and press the [MENU] button on the control panel. The menu screen for a logged in user is displayed.
You can register frequently used templates, a group of templates or the shortcut of the External Interface Enabler. Registration or deletion of the shortcut can also be enabled in the TopAccess mode. For details, refer to the following guide:
📖 ***TopAccess Guide*** (PDF): "Chapter 9: [My Account] Tab Page"



1. **User name display area**
 The name of the user logging in is displayed.
2. **[EXTENSION] button**
 This is enabled when the External Interface Enabler is installed. Contact your service technician or representative for details.
3. **Role Information Displayed Area**
 Available role information for a user who has logged in is displayed.
4. **Total print counter**
 The total print counter of the user logging in is displayed. Available printing numbers are displayed depending on the settings of the equipment.
5. **[USER] button**
 The shortcut which a user logging in can employ is displayed.
6. **[PUBLIC] button**
 The shortcut which all users can employ is displayed.
7. **Shortcut display area**
 The shortcut registered in the menu screen is displayed.

Note

According to the authority for each user, the mark or appears on the icons in the role information displayed area.
The functions with the mark cannot be used. Some of the functions with the mark cannot be used.

Tips

- You can create a template with several functions that are frequently used so that they can be employed whenever you want, thus eliminating the need to perform complicated settings every time. Templates can be used in copying, scanning and sending a fax. For details, refer to the following guides:
 📖 ***Copying Guide*** (PDF): "Chapter 6: TEMPLATES"
 📖 ***TopAccess Guide*** (PDF): "Chapter 5: [Registration] Tab Page" - "[Registration] Tab Page Overview"
- When the user management function is not used, the public template group and the total print counter are displayed.
- [USER] and [PUBLIC] are displayed when the user management function is enabled.

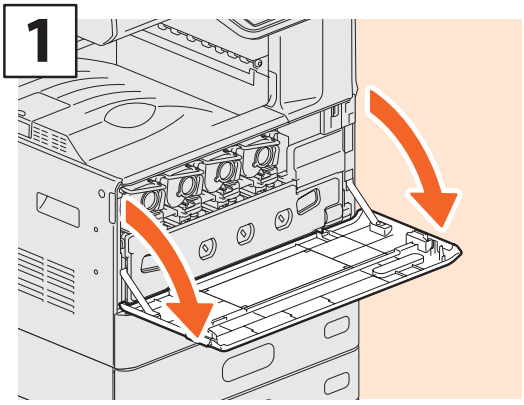
Chapter 3
MAINTENANCE

Replacing Toner Cartridge 36
Replacing Waste Toner Box 37
Replacing Staple Cartridge 38
Regular Cleaning 42

Replacing Toner Cartridge

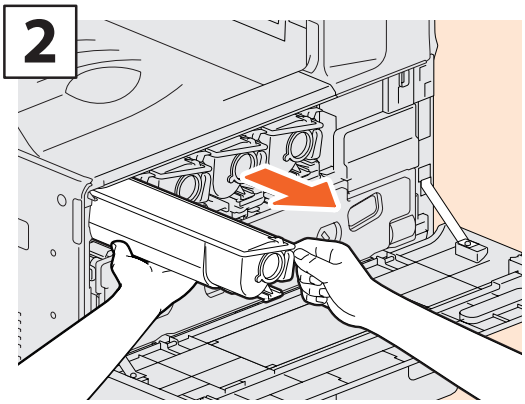
When "Install new *** toner cartridge" appears on the touch panel, replace the toner cartridge according to the following procedures.

1



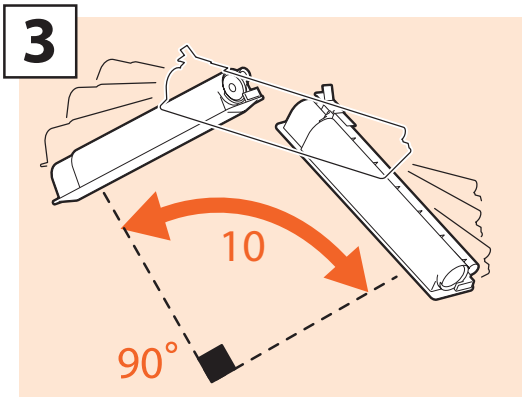
Open the front cover.

2



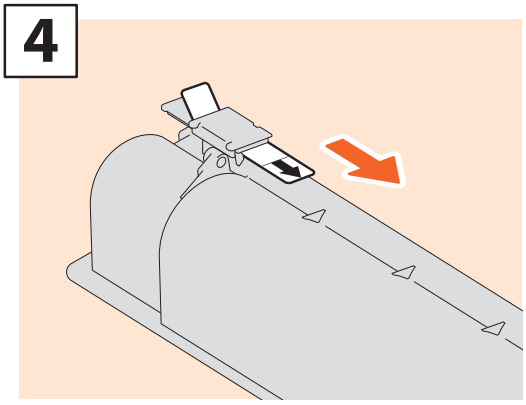
Remove the color toner cartridge you want to replace.

3



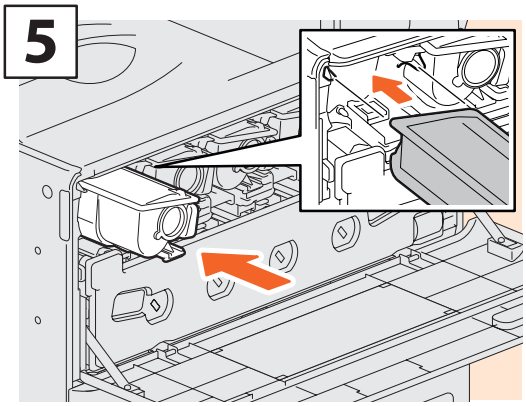
Shake the new toner cartridge well to loosen the toner inside.

4



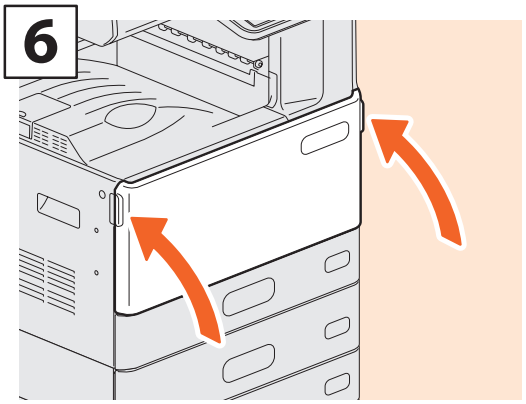
Pull the seal straight out in the direction of the arrow.

5



Insert the new toner cartridge straight along the guide until it stops.

6



Close the front cover pressing both edges.

⚠WARNING

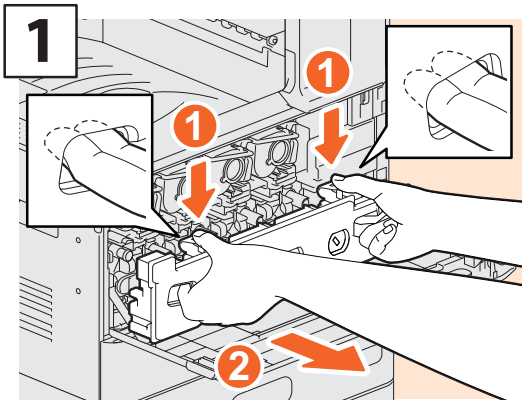
Never attempt to incinerate toner cartridges.

Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.

Replacing Waste Toner Box

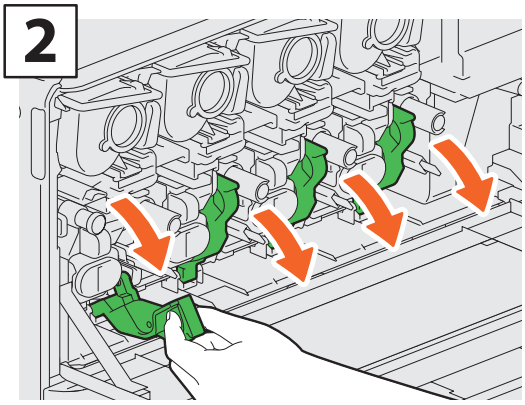
When "Dispose of used toner" appears on the touch panel, replace the waste toner box according to the following procedures.

1



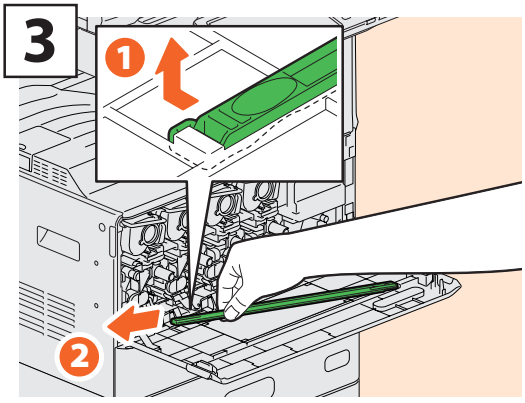
Open the front cover, and put your fingers in the waste toner box front grooves, then take it out toward you pushing down the top latch.

2



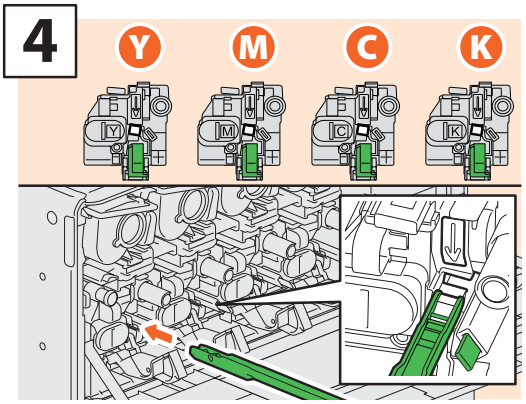
Pull down the 4 green levers located under the toner cartridges.

3



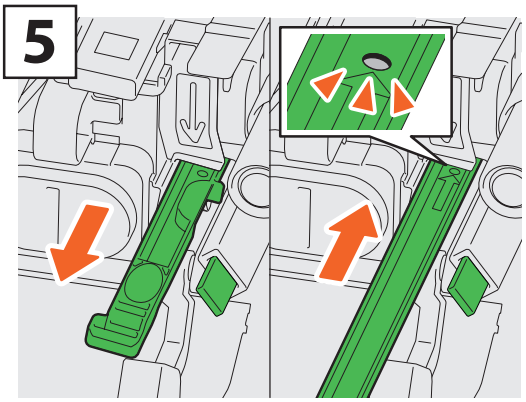
Take out the LED print head cleaner inside the cover.

4



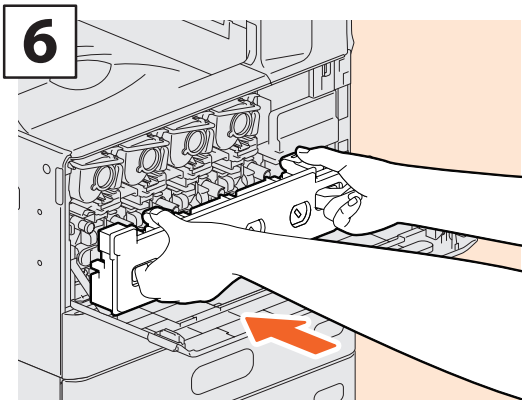
Insert the cleaner through the service hole of the developer to the end.

5



Pull the cleaner back out until the round hole appears. Repeat this 3 times for each of the 4 colors. When you finish cleaning the LED print head, return the 4 green levers located under the toner cartridges.

6



Set a new waste toner box, and close the front cover pressing both edges.

⚠CAUTION

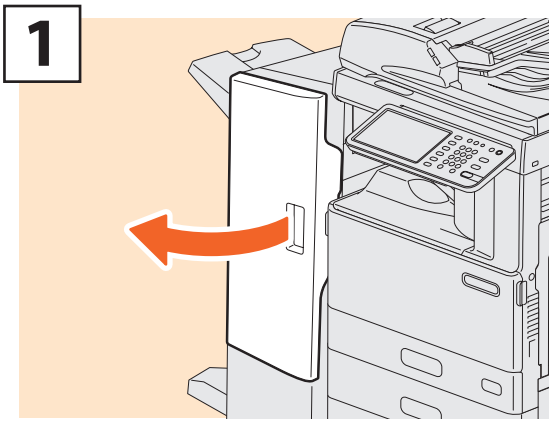
Never attempt to incinerate waste toner boxes.
Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.

Replacing Staple Cartridge

When "Check staple cartridge" appears on the touch panel, replace the staple cartridge according to the following procedures.

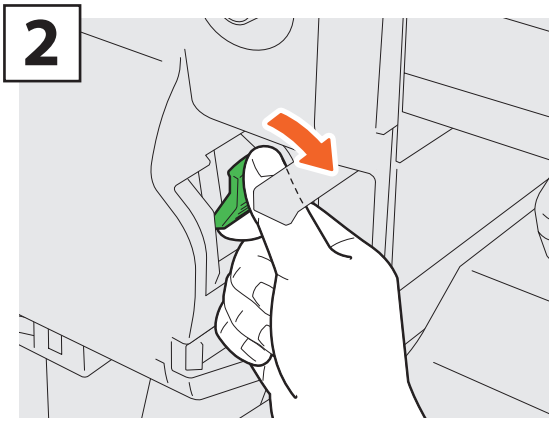
Stapler Unit of Saddle Stitch Finisher

1



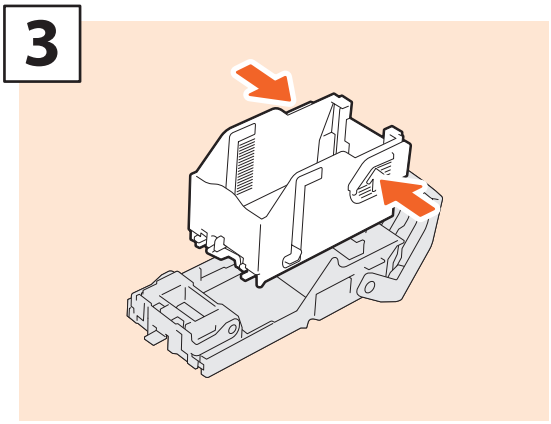
Open the front cover of the Finisher.

2



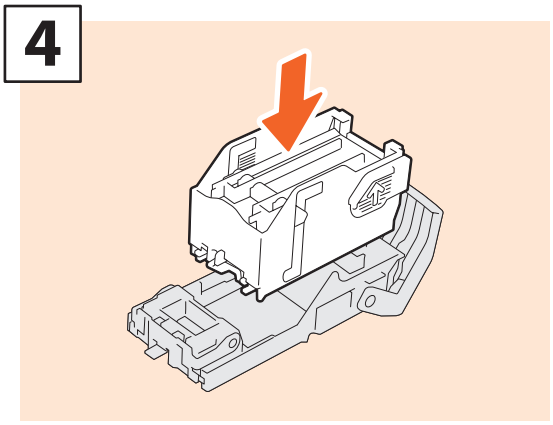
Take off the staple cartridge.

3



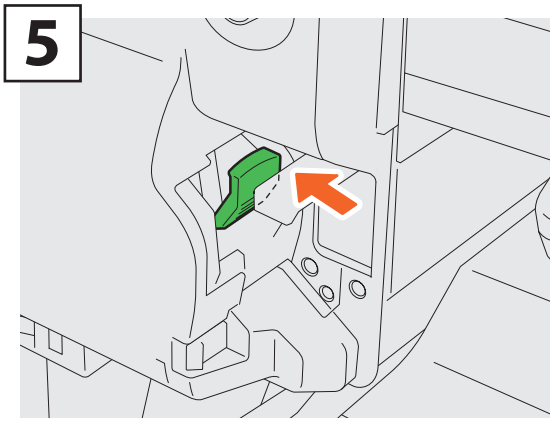
Take the empty staple case out of the staple cartridge.

4



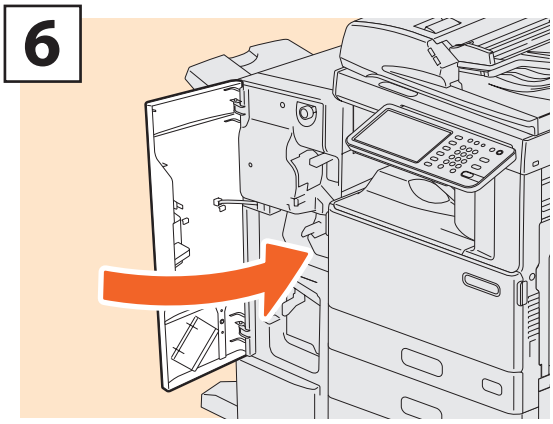
Install a new staple case into the staple cartridge.

5



Install the staple cartridge.

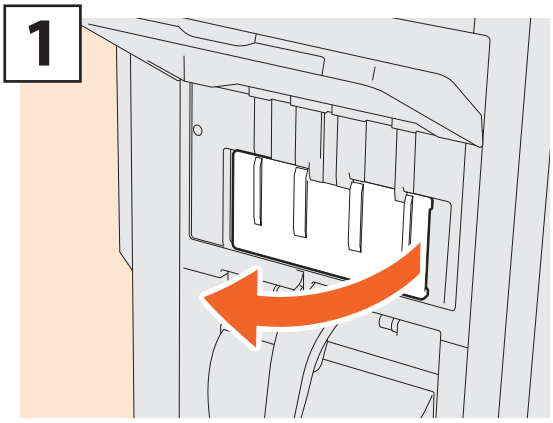
6



Close the front cover of the Finisher.

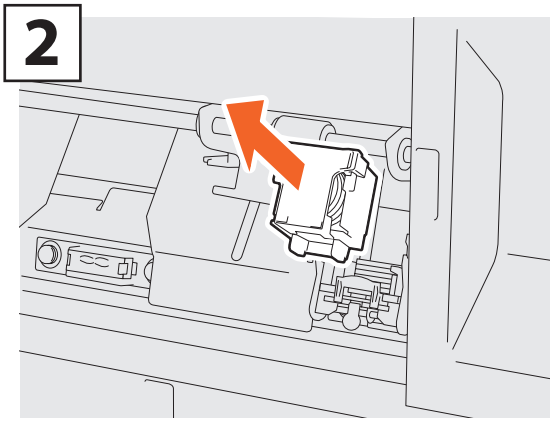
Saddle Stitch Unit of Saddle Stitch Finisher

1



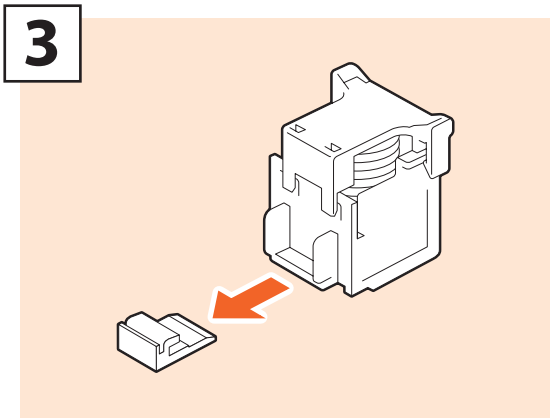
Open the left cover of the Finisher.

2



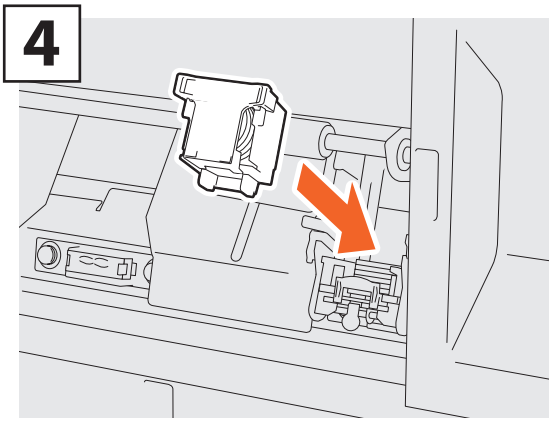
Take off the staple cartridge.

3



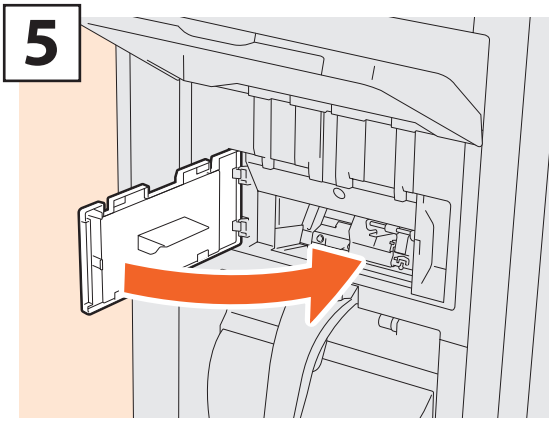
Pull out straight the seal bundling the staples.

4



Install new staple cartridge.

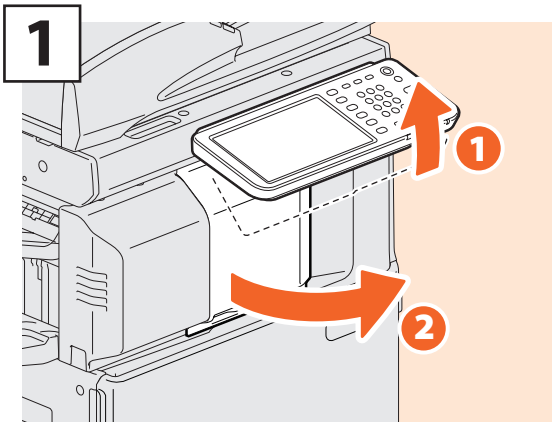
5



Close the left cover of the Finisher.

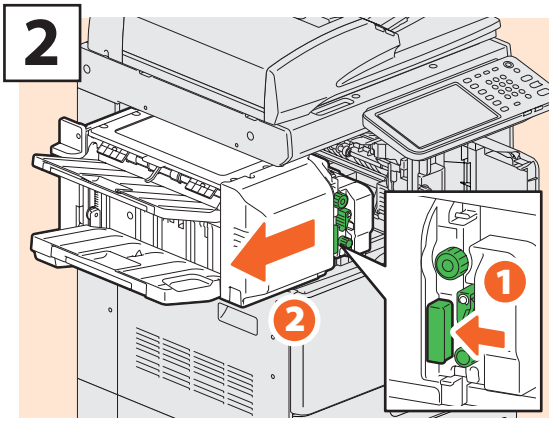
Stapler Unit of Inner Finisher

1



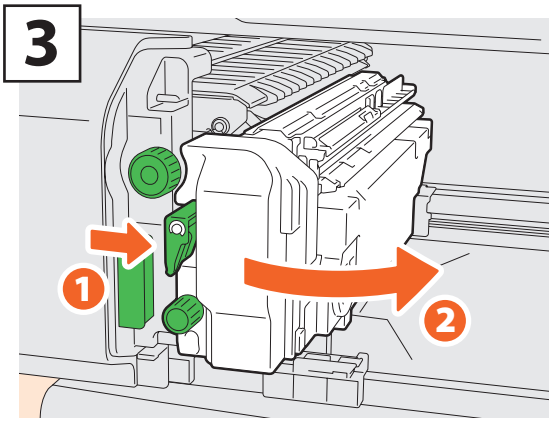
Lift up the control panel, and open the front cover of the Finisher.

2



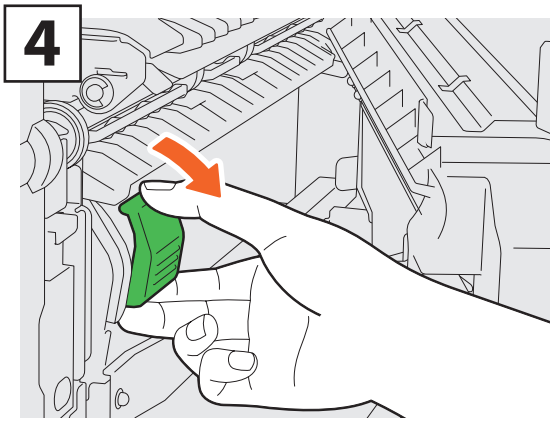
Holding the lever, move the finisher to the left until it comes to a stop.

3



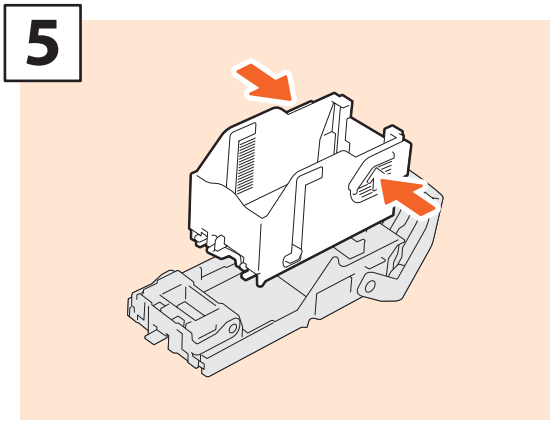
Open the Hole Punch Unit while pushing the lever.

4



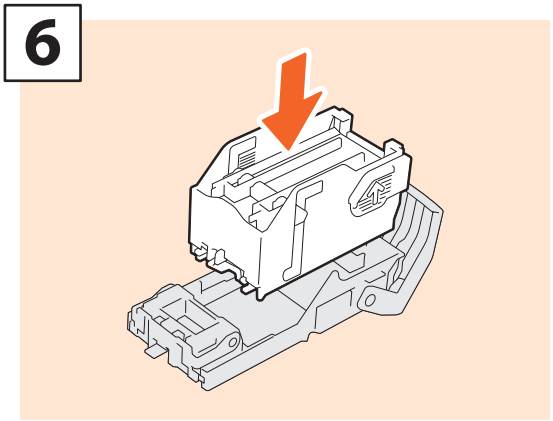
Take off the staple cartridge.

5



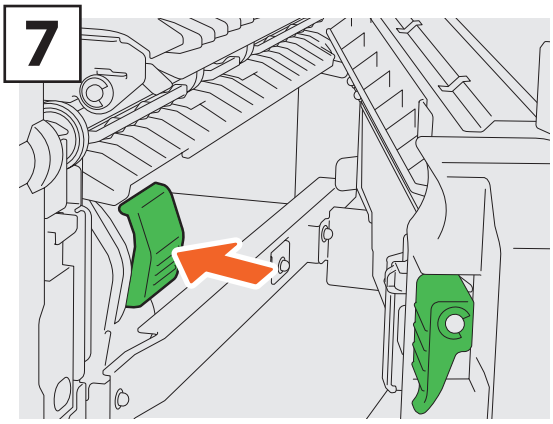
Push the buttons of both side of the cartridge to take off the staple case.

6



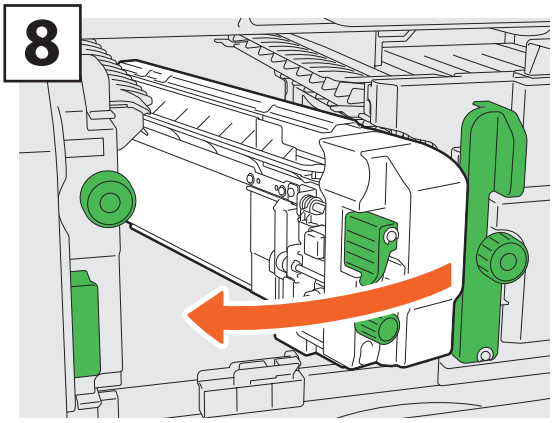
Install a new staple case.

7



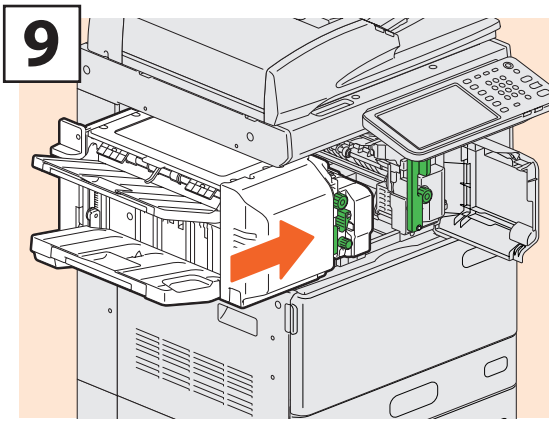
Install the staple cartridge.

8



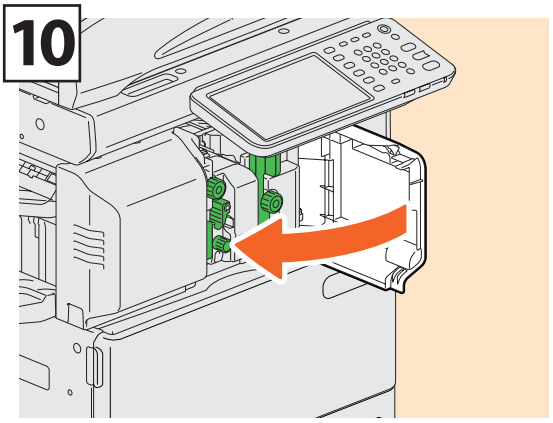
Return the Hole Punch Unit to its original position.

9



Carefully return the finisher to its original position.

10



Close the front cover of the Finisher.

⚠CAUTION

Do not put your hand or fingers on the top of the finisher when closing it.

They could be caught and this could injure you.

Regular Cleaning

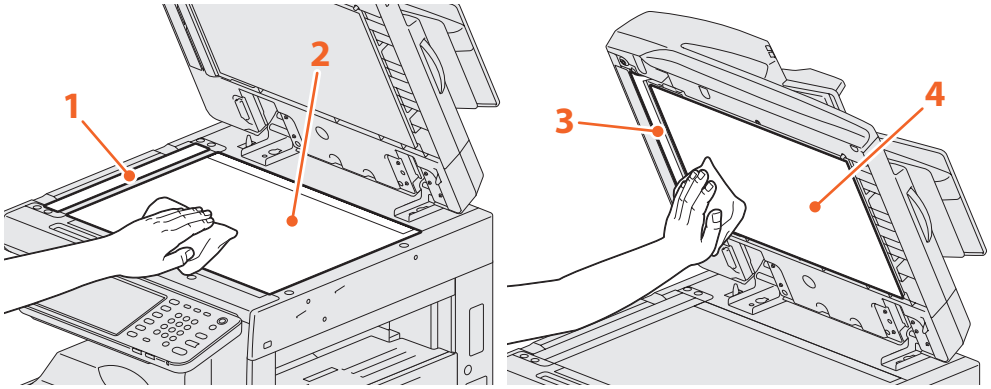
Poor quality printing such as uneven and soiled images can be improved by simple cleaning. This section describes the cleaning methods for the equipment.

Cleaning for the scanning area, original glass, guide and platen sheet

We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions. Be careful not to scratch the parts that you are cleaning.

Notes

- Be careful not to scratch the portions in cleaning.
- When cleaning the surface of the equipment, do not use such organic solvents as thinner or benzine.
 - This could warp the shape of the surface or leave it discolored.
- When using a chemical cleaning pad to clean it, follow the instruction.



1. Scanning area (surface of the long rectangular glass) / 2. Original glass

Wipe it with a soft dry cloth. If there are still stains remaining, wipe clean with a piece of soft cloth which has been moistened with water and then squeezed well.
Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

3. Guide / 4. Platen sheet

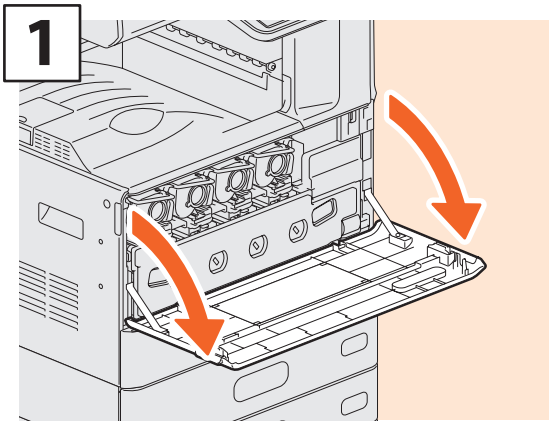
Clean the surface as follows depending on the staining.

- Clean it with a soft cloth.
- Clean it with a soft cloth lightly moistened with water.
- Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
- Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

Cleaning the main chargers and LED print heads

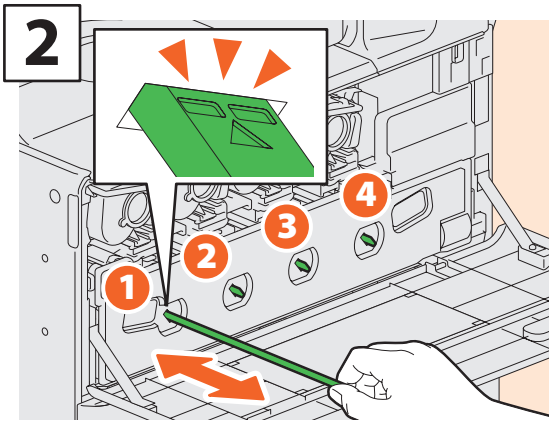
If the inside of the main chargers and the print heads of the LED are dirty, the dirt will be transferred to the copied image. Clean them following the procedure below.

1



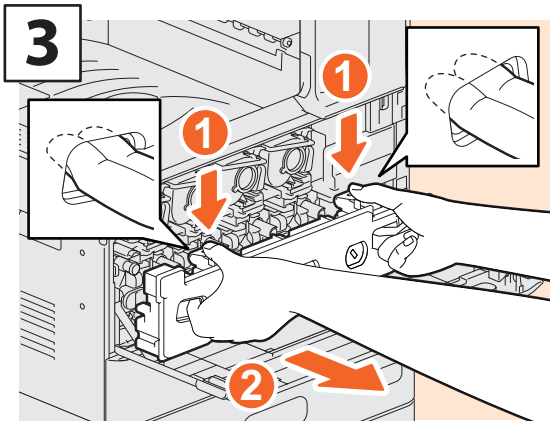
Open the front cover.

2



Pull out the cleaner until the mark appears and return it. Repeat this 3 times for each of the 4 colors.

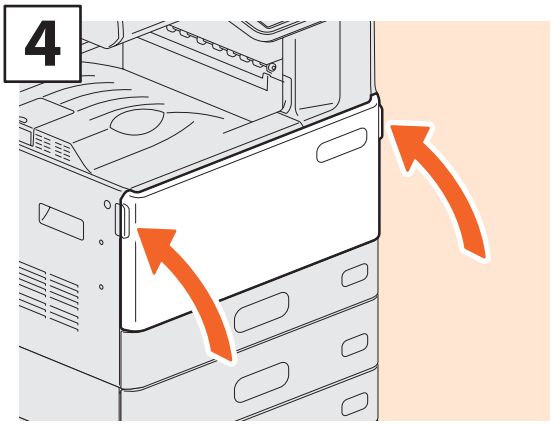
3



Put your fingers in the waste toner box front grooves and take it out toward you pushing down the top latch, and then clean the LED print heads. For instructions on how to clean the LED print heads, see the following:

📖 P.37 "Replacing Waste Toner Box" (Steps 2 to 6)

4



Close the front cover pressing both edges.

Chapter 4
TROUBLESHOOTING

Troubleshooting 46

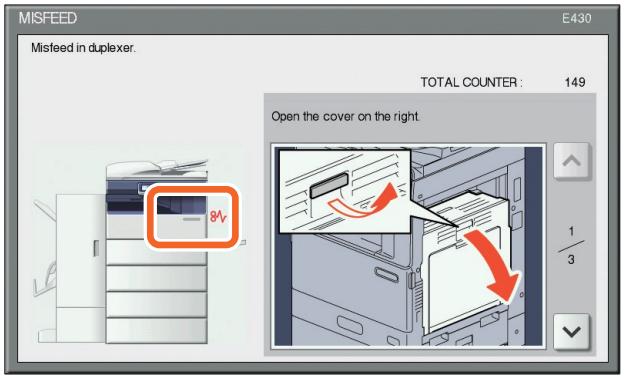
Troubleshooting

When problems such as paper misfeeds occur, see the following explanation or refer to the ***Troubleshooting Guide*** (PDF) according to P.48 "References to the Troubleshooting Guide" in this manual.

Symbols and messages appear on the touch panel

Symbols or messages of such as for paper misfeeds occasionally appear on the touch panel.
For details of the paper misfeed symbols, refer to the following guide:
Troubleshooting Guide (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE" - "Clearing a Paper Misfeed"

For details of the messages on the touch panel, refer to the following guide:
Troubleshooting Guide (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE" - "Messages Displayed on the Touch Panel"

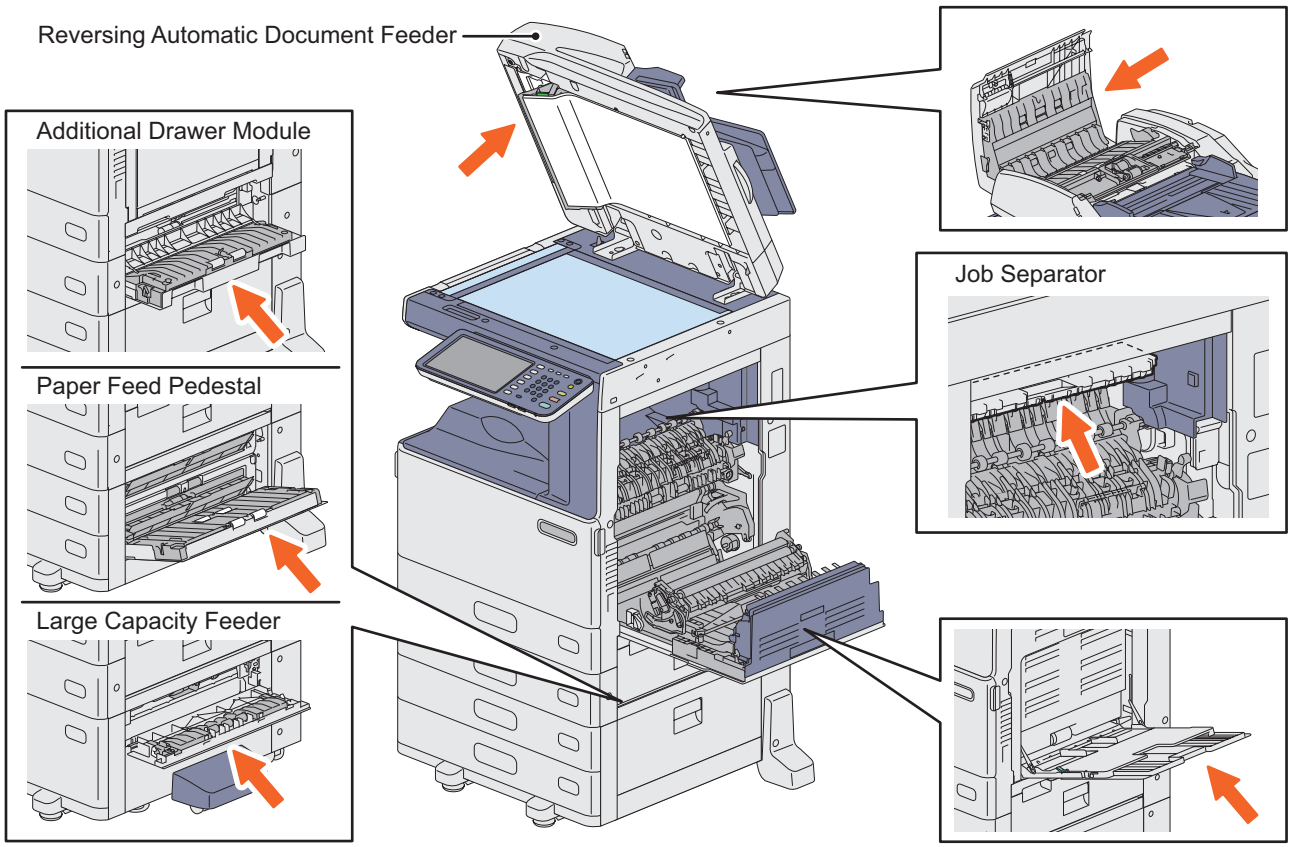


When paper misfeeds occur

When paper misfeeds occur, refer to the guidance displayed on the touch panel of the equipment or refer to the following guide:
Troubleshooting Guide (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE" - "Clearing a Paper Misfeed"

Covers of the equipment and the options

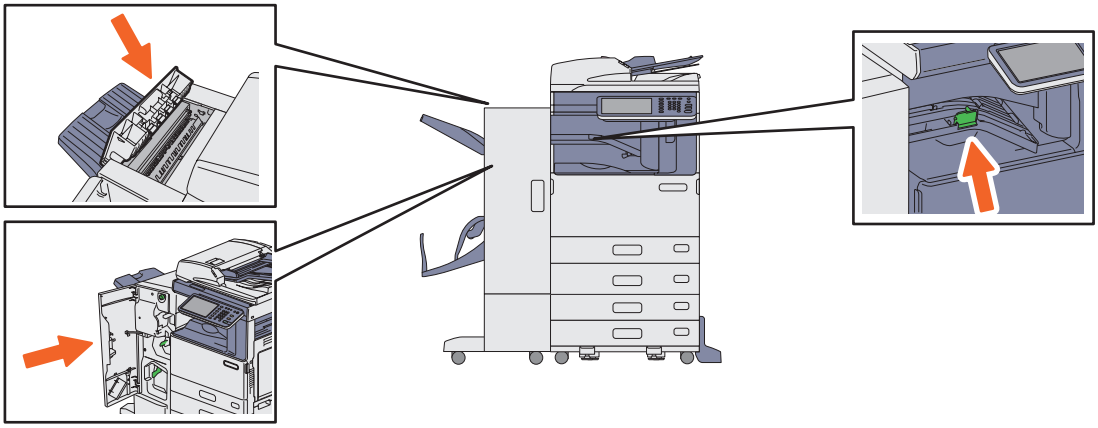
The covers of the equipment and the options to be opened when paper misfeeds occur are as indicated by the arrows in the following illustrations.



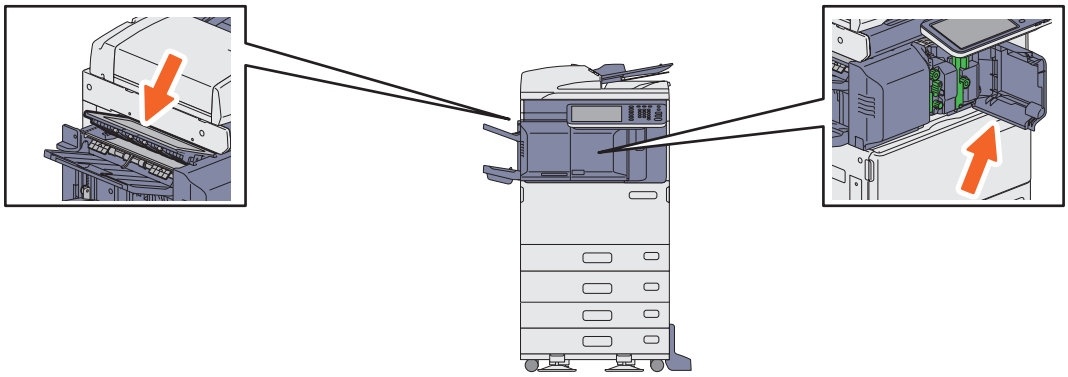
Covers of the Finisher, the Hole Punch Unit and the Bridge Unit

The covers of the Finisher, Hole Punch Unit and Bridge Unit to be opened when paper misfeeds occur are as indicated by the arrows in the following illustrations.

The Saddle Stitch Finisher, the Hole Punch Unit and the Bridge Unit



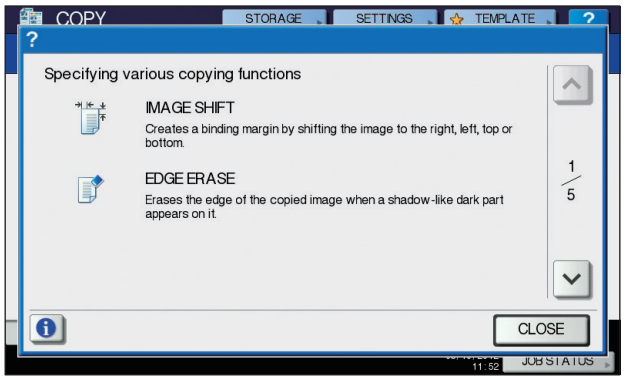
The Inner Finisher and the Hole Punch Unit



Using the Help functions

If you press ? on the upper right of the touch panel, explanations of the functions and buttons on the screen are displayed.

If you press ⓘ on the lower left of the Help screen, supplementary information about the functions appears.



About Troubleshooting Guide

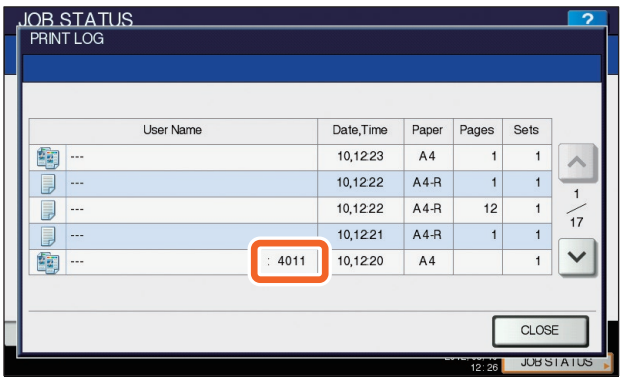
The ***Troubleshooting Guide*** (PDF) describes the causes and the troubleshooting of problems when you use the equipment.

References to the Troubleshooting Guide

Chapter	Title	Section
Chapter 1	TROUBLESHOOTING FOR THE HARDWARE	When This Screen Is Displayed
		Messages Displayed on the Touch Panel
		Clearing a Paper Misfeed
		Clearing a Staple Jam
		Replacing a Toner Cartridge
		Replacing the Waste Toner Box
		Refilling With Staples
		Cleaning the Main Chargers and LED Print Heads
		Cleaning the Hole Punch Dust Bin
		When Printed Sheets Overflow from the Exit Tray
Chapter 2	TROUBLESHOOTING FOR COPYING	Copying Problems
Chapter 3	TROUBLESHOOTING FOR PRINTING	Print Job Problems
		Printer Driver Problems
		Network Connection Problems
		Client Problems
		Hardware Problems
Chapter 4	TROUBLESHOOTING FOR SCANNING	Scanning Problems
Chapter 5	TROUBLESHOOTING FOR e-Filing	e-Filing Web Utility Problems
Chapter 6	TROUBLESHOOTING FOR NETWORK CONNECTIONS	Locating the Equipment in the Network
		LDAP Search and Authentication Problems
		Printing Problems (Network Related)
		Network Fax (N/W-Fax) Driver Problems
		Client Software Authentication Problems
Chapter 7	CHECKING THE EQUIPMENT STATUS WITH TopAccess	Hardware Status Icons on TopAccess [Device] Tab
		Error Messages
		Error Codes
Chapter 8	WHEN SOMETHING IS WRONG WITH THE EQUIPMENT	When You Think Something Is Wrong With the Equipment
		Regular Maintenance

Error codes

Press [JOB STATUS] and then the [LOG] tab on the touch panel; the LOG menu is displayed. The job history and error codes are displayed in the LOG menu.
For details of the error codes, refer to the following guide:
📖 ***Troubleshooting Guide*** (PDF): "Chapter 7: CHECKING THE EQUIPMENT STATUS WITH TopAccess" - "Error Codes"



Chapter 5
ADVANCED FUNCTIONS

Advanced Functions 50

Advanced Functions

In Chapter 2 in this manual, the basic functions are described. This section describes the advanced functions to help you get the best out of your equipment.

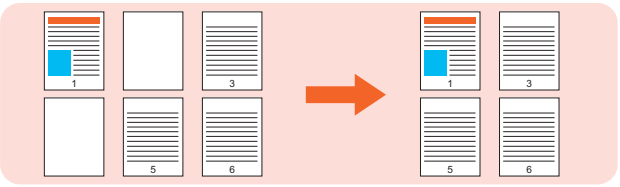
Examples of the advanced functions describing in this section

Copying different-sized originals and stapling copies



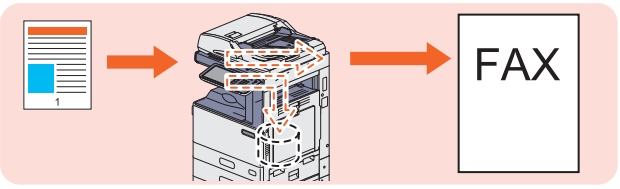
P.51 in this manual

Copying or scanning originals without blank sheets



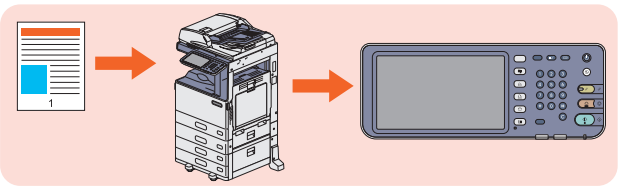
P.52 in this manual

Storing data in a shared folder as well as sending a fax



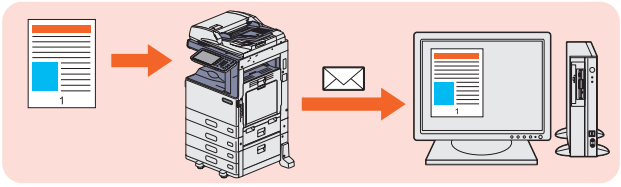
P.53 in this manual

Registering frequently used scan settings in templates



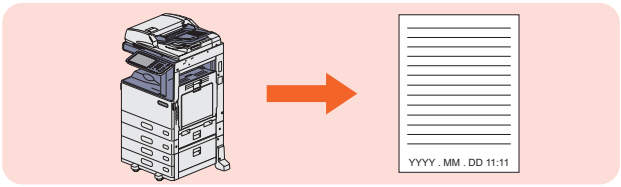
P.54 in this manual

Attaching the scanned data to an E-mail



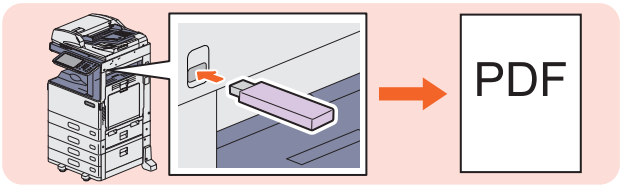
P.55 in this manual

Adding date and time to document files



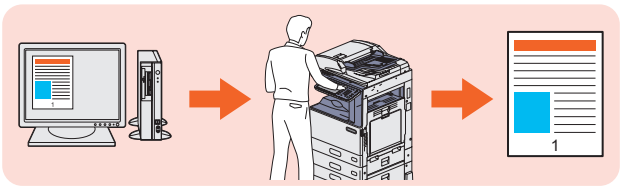
P.56 in this manual

Printing a PDF file stored in the USB device



P.57 in this manual

Printing only allowed data set on the control panel



P.58 in this manual

COPY | FAX | SCAN | e-FILING | PRINT

Copying different-sized originals and stapling copies



The procedure of how to copy 5 sets of different-sized originals (A4 or LT: 1 sheet, A3 or LD: 4 sheets) and staple the copies is as follows. The Reversing Automatic Document Feeder and the Finisher are required.

1 Place the originals on the Reversing Automatic Document Feeder.

P.16 "Placing originals" in this manual

Note

If you want to copy different-sized originals and staple the copies, select only those having the same width.

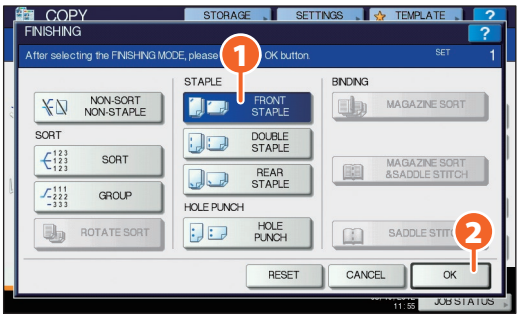
2 Press [ZOOM] on the touch panel.

3 ❶ Press [MIXED SIZE] and then ❷ [OK] on the touch panel.



4 Press [FINISHING] on the touch panel.

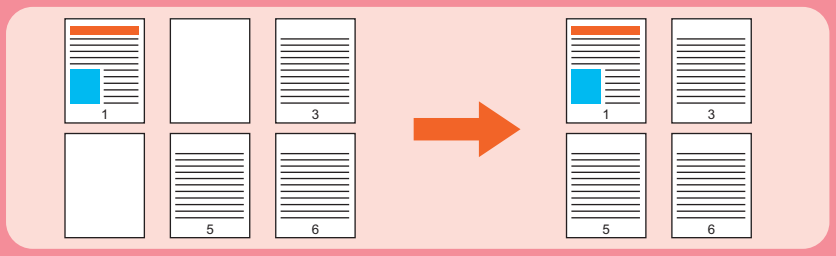
5 ❶ Press [FRONT STAPLE] and then ❷ [OK] on the touch panel.



6 Key in 5 for the number of copy sets, and then press the [START] button on the control panel.

COPY | FAX | SCAN | e-FILING | PRINT

Copying or scanning originals without blank sheets



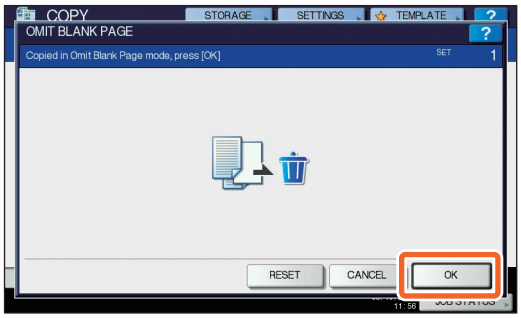
You can copy or scan originals omitting blank sheets while maintaining the original page sequence.

When copying

1 Place the originals on the Reversing Automatic Document Feeder.
P.16 "Placing originals" in this manual

2 Press the [EDIT] tab, and then ⌄ in the basic menu for the copying functions.

3 Press [OMIT BLANK PAGE] and then [OK].



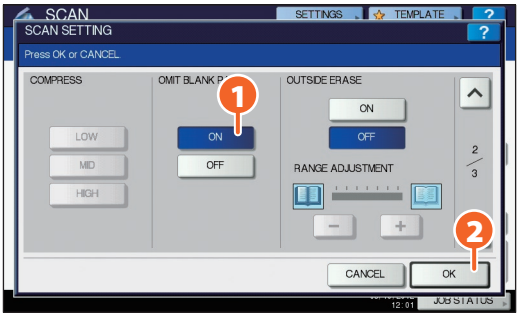
4 Press the [START] button on the control panel. Copying starts.

When scanning

1 Place the originals on the Reversing Automatic Document Feeder.
P.16 "Placing originals" in this manual

2 Press [SCAN SETTING], and then ⌄ in the basic menu for the scanning functions.

3 Press ❶ [ON] in the "OMIT BLANK PAGE" setting and then ❷ [OK].

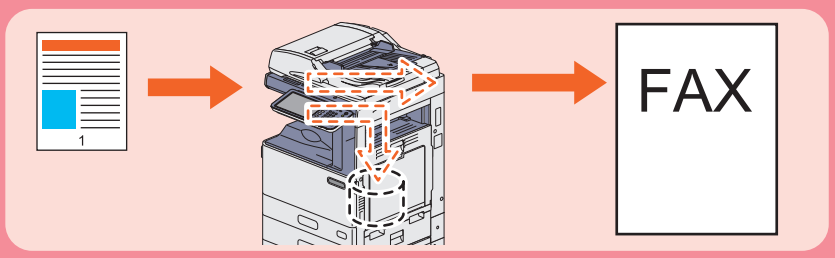


4 In the basic menu for the scanning functions, specify details such as the destination for saving the data.

5 Press [SCAN] on the touch panel. Scanning starts.

COPY | FAX | SCAN | e-FILING | PRINT

Storing data in a shared folder as well as sending a fax



You can store documents in a shared folder in the equipment or in a computer connected to the network as well as sending a fax.

Note

This operation is available only when the hard disk is installed in the equipment.

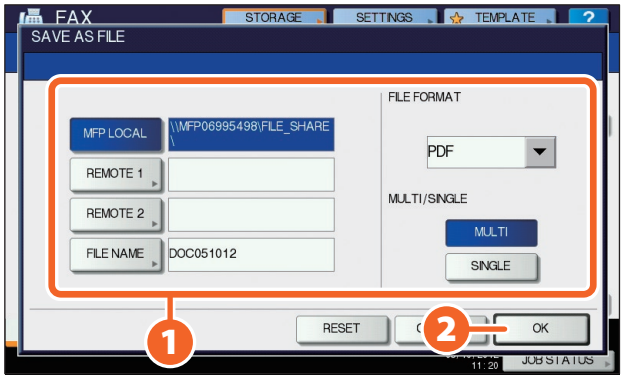
1 **Place the original(s).**

P.16 "Placing originals" in this manual

2 **Press [STORAGE] on the touch panel.**



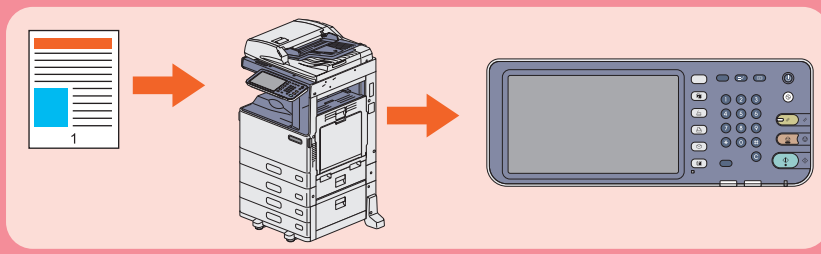
3 **❶ Specify details such as the file name, shared folder and file format and then ❷ press [OK].**



4 **Specify the recipient and press [SEND]. Sending a fax starts.**

COPY | FAX | SCAN | e-FILING | PRINT

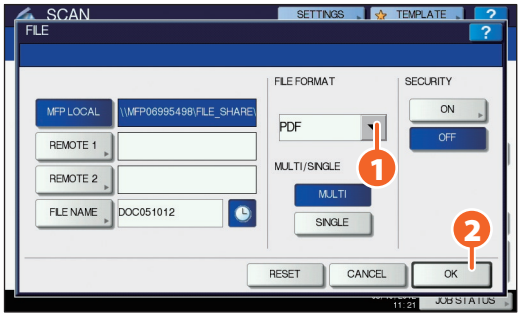
Registering frequently used scan settings in templates



If you register frequently used scan settings in templates, you can easily perform scan operations only by recalling the templates. How to register scan settings (scan data are stored in PDF format in a shared folder) in templates (PUBLIC TEMPLATE GROUP) is described here.

1 Press [FILE] on the touch panel.

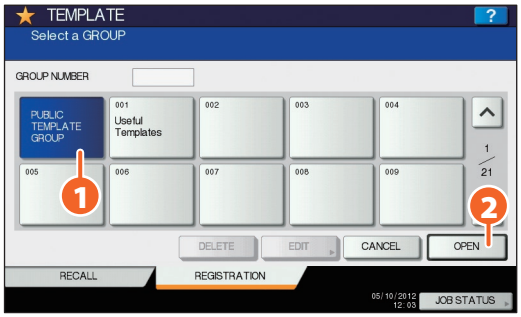
2 ❶ Select "PDF" in the file format, and then ❷ press [OK].



3 Change the scan setting as required.

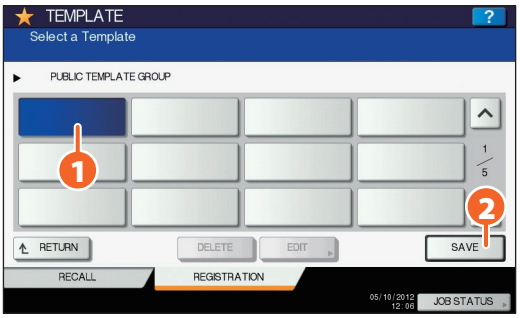
4 Press [TEMPLATE] on the touch panel, and then [REGISTRATION] tab.

5 ❶ Press [PUBLIC TEMPLATE GROUP] on the touch panel, and then ❷ [OPEN].

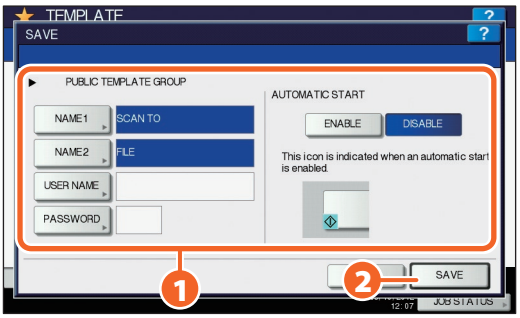


6 Press [PASSWORD], enter the administrator password and press [OK].

7 ❶ Select an empty template button, and then ❷ press [SAVE].

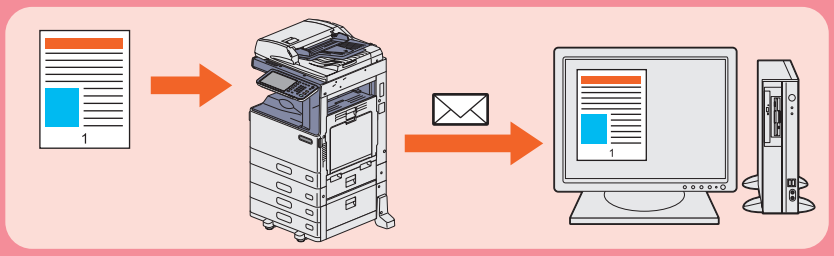


8 ❶ Make the settings such as the template name, and then ❷ press [SAVE] to complete the registration.



COPY | FAX | SCAN | e-FILING | PRINT

Attaching the scanned data to an E-mail

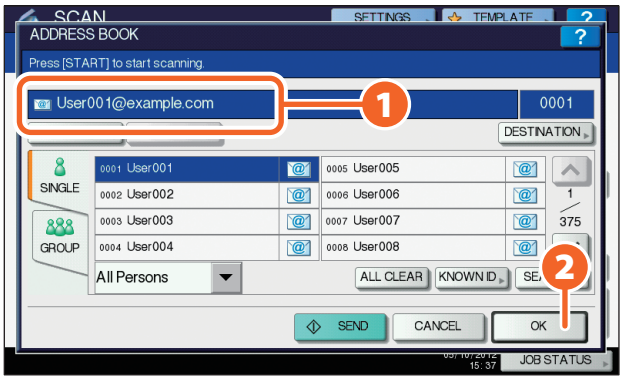


The procedure for attaching the scanned data to an E-mail and sending it to the specified E-mail address is as follows.

1 Place the original(s).
P.16 "Placing originals" in this manual

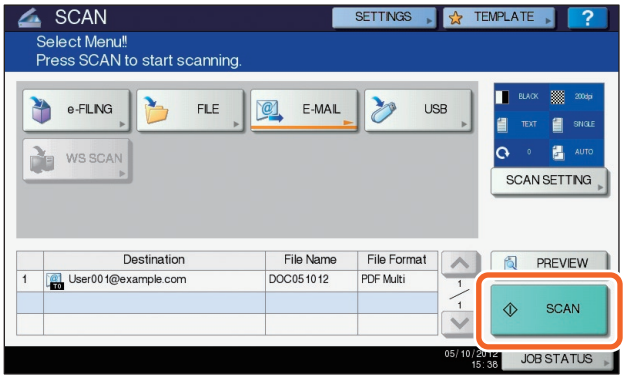
2 Press [E-MAIL] and then [TO] on the touch panel.

3 ❶ Specify the E-mail address and then ❷ press [OK].



4 Define the settings for the file as required and then press [OK].

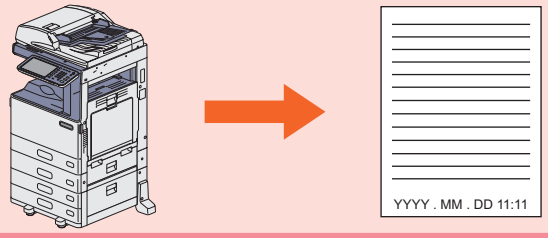
5 Press [SCAN] on the touch panel. Scanning starts.



5

COPY | FAX | SCAN | e-FILING | PRINT

Adding date and time to document files



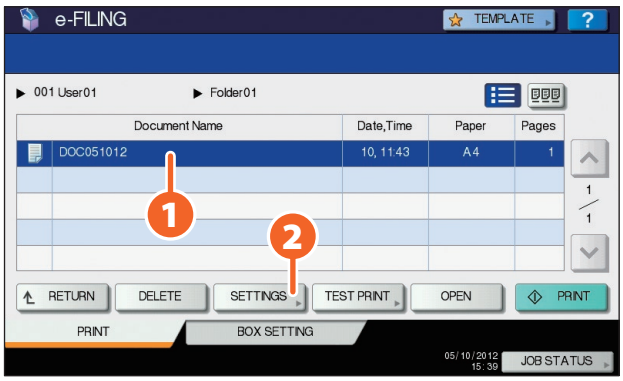
The procedure for printing a document file stored in e-Filing with the date and time added at the bottom is as follows.

Note

This operation is available only when the hard disk is installed in the equipment.

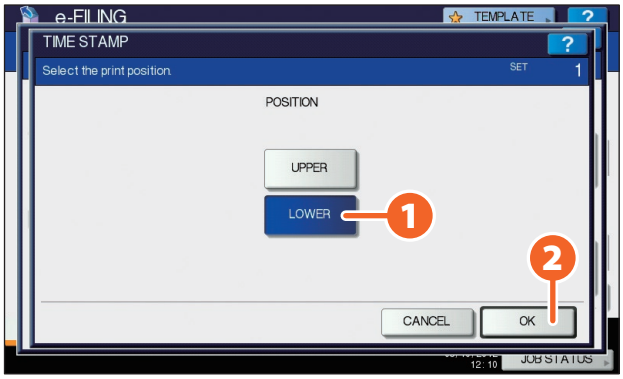
1 Select the box in which the desired document is stored.

2 ❶ Select the document and then ❷ press [SETTINGS].



3 Press [TIME STAMP].

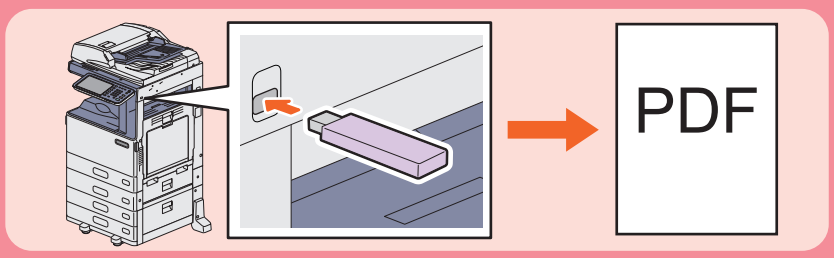
4 ❶ Press [LOWER] and then ❷ [OK].



5 Press [PRINT] on the touch panel. Printing starts.

COPY FAX SCAN e-FILING PRINT

Printing a PDF file stored in the USB device

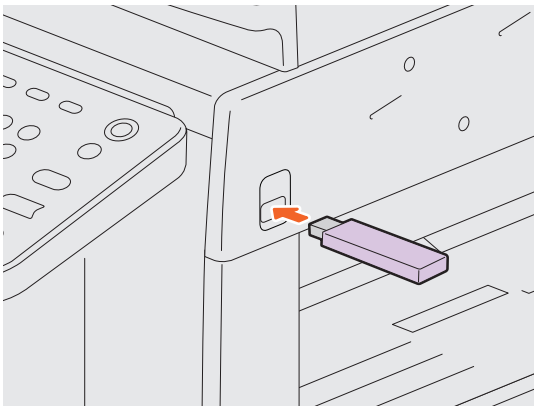


The procedure for printing 1 set of a PDF file stored in the USB device is as follows.

Note

This operation is available only when the Front USB Cable is mounted in e-STUDIO2050C/2550C.

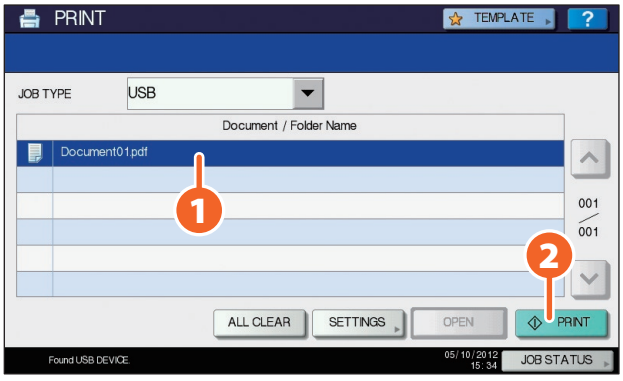
1 Connect the USB device to the USB port.



2 Press the [PRINT] button on the control panel.

3 Click the pull-down menu, and then select [USB].

4 ❶ Select a PDF file to be printed and then ❷ press [PRINT]. Printing starts.

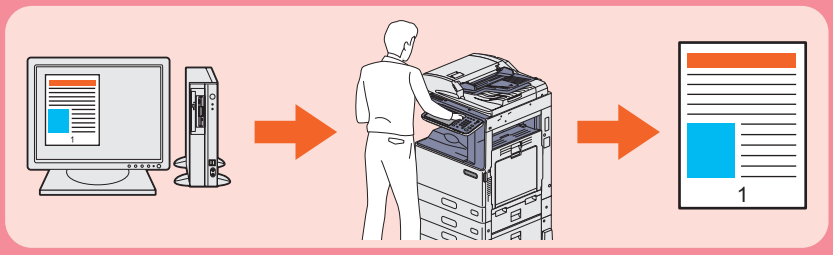


Tips

- Press [SETTINGS], then you can set such as duplex printing and stapling.
- The following types of files are also available for printing:
 - JPEG file
 - PRN file
 - PS file
 - XPS file

5

Printing only allowed data set on the control panel



The procedure for printing only allowed data set on the control panel is as follows. This will stop you from forgetting to remove printed sheets.

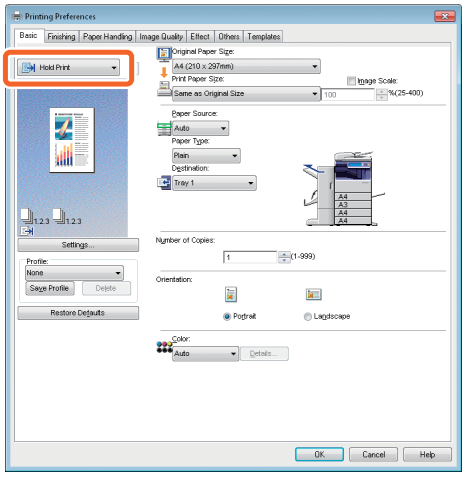
Note

This operation is available only when the hard disk is installed in the equipment.

1 Open a file to be printed on a Windows computer, and then select [Print] from the file menu of the application.

2 Select the printer driver of the equipment, and then click [Preferences] ([Properties]).

3 Select "Hold Print" for the job type in the [Basic] tab menu.



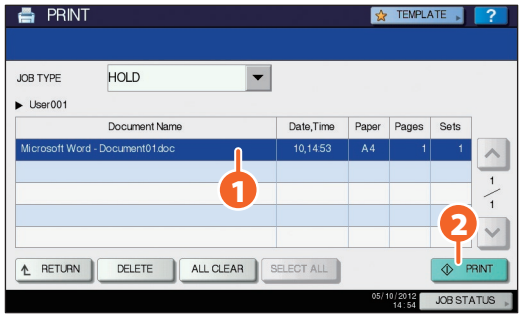
4 Click [OK] to return to the print dialog box and then [Print] ([OK]).

5 Press the [PRINT] button on the control panel of the equipment.

6 Click the pull-down menu, and then select [HOLD].

7 Select the user name, and then press [OK].

8 ❶ Select the file to be printed and then ❷ press [PRINT]. Printing starts.



Chapter 6
INFORMATION ABOUT EQUIPMENT

Items Included in This Product. 60
Client Utilities/User Documentation DVD 61
Client Software 62
Options. 64
Logging in 67
Specifications of Equipment. 70
Specifications of Options 73

Items Included in This Product

The following items are co-packed with the equipment. Check that you have them all. Contact your service technician or representative if any are missing or damaged.

Items included in this product

Safety Information	The Safety Information describes the necessary precautions for use. For your added security, be sure to read this booklet first.
Quick Start Guide (This manual)	The Quick Start Guide describes the preparations, basic and advanced usage, maintenance and regular cleaning of the equipment.
Client Utilities/User Documentation DVD	The Client Utilities/User Documentation DVD contains the client software such as the printer drivers and the utility software. It also contains pdf files of the Operator's Manuals such as the Copying Guide and the ***Troubleshooting Guide***. For details, see the following page: 📖 P.61 "Client Utilities/User Documentation DVD" in this manual

Client Utilities/User Documentation DVD

The Client Utilities/User Documentation DVD contains pdf files of the Operator's Manuals and the following client software such as the printer drivers and the utility software.

Client software

For Windows	Client Software Installer
	Universal Printer 2 driver
	Universal PS3 printer driver
	Universal XPS printer driver
	TWAIN driver
	File downloader
	N/W-Fax driver
	AddressBook Viewer
	Remote Scan driver
	WIA driver
	e-Filing Backup/Restore Utility
For Macintosh	PPD file for Mac OS X 10.2.8 to Mac OS X 10.3.x PPD file for Mac OS X 10.4 to Mac OS X 10.7.x Plug-in for Mac OS X 10.4 or later
For UNIX/Linux	UNIX/Linux filter (Solaris, HP-U, AIX, Linux, SCO)
	CUPS

Note

Only the following software is available for e-STUDIO2051C/2551C:
- Client Software Installer
- Universal PCL6 printer driver
- TWAIN driver
- N/W-Fax driver
- AddressBook Viewer
- Remote Scan driver
- WIA driver

Tips

For installing the client software, refer to the following guide:
📖 ***Software Installation Guide*** (PDF): "Chapter 1: OVERVIEW"

For details of the client software, see the following page:
📖 P.62 "Client Software" in this manual

Client Software

This section describes the outlines of the client software of the equipment. It is necessary to install software except e-Filing Web utility and TopAccess in the computer before it is used.

Client software for the printing functions

Universal Printer 2 driver	This Universal Printer 2 driver is installed with the Recommended Installation. This driver is generally used. For details, refer to the following guides: 🕮 ***Software Installation Guide*** (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS" 🕮 P.32 "Basic Printing Operation" in this manual 🕮 ***Printing Guide*** (PDF): "Chapter 2: PRINTING FROM WINDOWS"
Universal PS3 printer driver	This driver enables you to print documents in the high quality mode with applications such as Adobe Systems Incorporated. For details, refer to the following guides: 🕮 ***Software Installation Guide*** (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS" 🕮 ***Printing Guide*** (PDF): "Chapter 2: PRINTING FROM WINDOWS"
Universal XPS printer driver	This printer driver enables you to print documents from the WPF applications created for Windows Vista or Windows 7. For details, refer to the following guides: 🕮 ***Software Installation Guide*** (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS" 🕮 ***Printing Guide*** (PDF): "Chapter 2: PRINTING FROM WINDOWS"
PPD file for Macintosh	This printer driver enables you to print documents from Macintosh computers (Mac OS X 10.2.8 to Mac OS X 10.7). For details, refer to the following guides: 🕮 ***Software Installation Guide*** (PDF): "Chapter 4: INSTALLING PRINTER DRIVERS FOR MACINTOSH" 🕮 ***Printing Guide*** (PDF): "Chapter 3: PRINTING FROM Macintosh"
UNIX/Linux filter	UNIX/Linux filter enables you to print documents from the UNIX/Linux workstation. For details, refer to the following guides: 🕮 ***Software Installation Guide*** (PDF): "Chapter 5: INSTALLING PRINTER DRIVERS FOR UNIX/Linux" 🕮 ***Printing Guide*** (PDF): "Chapter 4: PRINTING FROM UNIX/Linux"
CUPS	CUPS file enables you to set up the CUPS print system from UNIX/Linux workstation. For details, refer to the following guide: 🕮 ***Software Installation Guide*** (PDF): "Chapter 5: INSTALLING PRINTER DRIVERS FOR UNIX/Linux"

Note

e-STUDIO2051C/2551C: Only the Universal PCL6 printer driver is available.

Client software for the scanning functions

Remote Scan driver	This driver enables you to scan documents remotely and obtain scanned data as an image in the applications supporting TWAIN on Windows computers. For details, refer to the following guide: 🕮 ***Software Installation Guide*** (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES"
WIA driver	This driver enables you to scan documents remotely and obtain scanned data as an image in the applications supporting WIA (Windows Imaging Acquisition) on Windows computers. For details, refer to the following guides: 🕮 ***Software Installation Guide*** (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES" 🕮 ***Scanning Guide*** (PDF): "Chapter 5: OTHER SCANNING METHODS"

Client software for the e-Filing functions

TWAIN driver	This driver enables you to obtain documents stored in e-Filing as an image in application supporting TWAIN on Windows computers. For details, refer to the following guide: 📖 ***Software Installation Guide*** (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES"
File downloader	File downloader enables you to obtain documents stored in e-Filing as an image in your Windows computer. For details, refer to the following guide: 📖 ***Software Installation Guide*** (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES"
e-Filing Web utility	This utility enables you to operate or make settings for e-Filing using a browser on your computer. Since this utility has been already installed to the equipment, enter the IP address of the equipment into a browser and turn on the power. For details, refer to the following guide: 📖 ***e-Filing Guide*** (PDF): "Chapter 3: OVERVIEW ON e-Filing WEB UTILITY"
e-Filing Backup/Restore Utility	This utility enables you to back up and restore the data stored in e-Filing. For details, refer to the following guide: 📖 ***Software Installation Guide*** (PDF): "Chapter 8: INSTALLING e-Filing BACKUP/RESTORE UTILITIES"

Note

e-STUDIO2051C/2551C: Only the TWAIN driver is available.

Client software for the network management functions

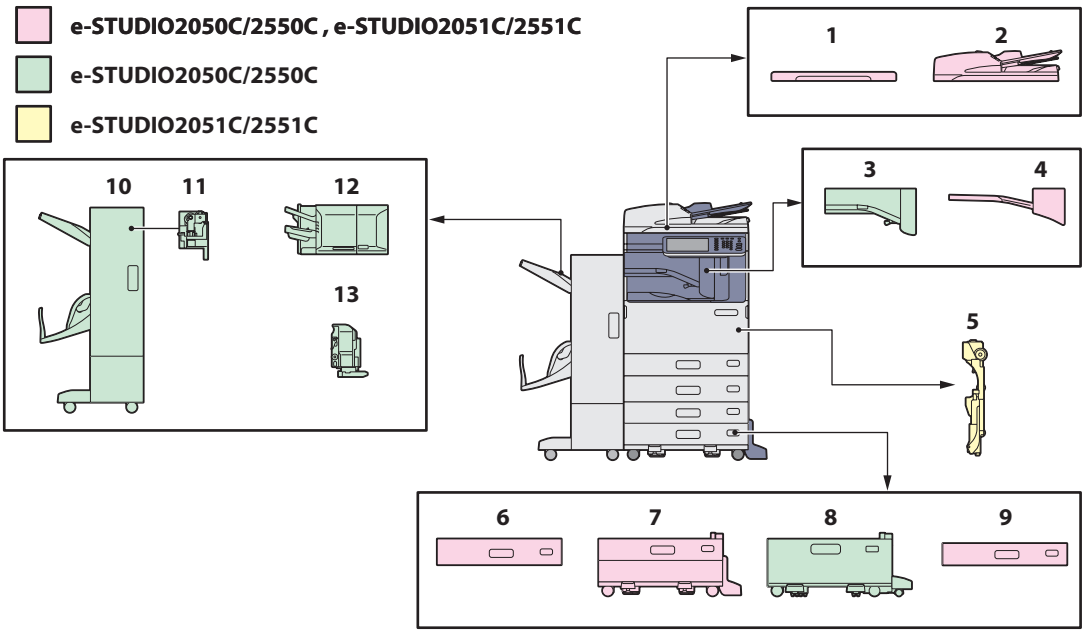
TopAccess	TopAccess enables you to view the device information, display logs, create templates and an address book, and manage the equipment using a browser. Since TopAccess has been already installed to the equipment, enter the IP address of the equipment into a browser and turn on the power. For details, refer to the following guide: 📖 ***TopAccess Guide*** (PDF): "Chapter 1: OVERVIEW"

Client software for the network fax functions

N/W-Fax driver	This driver enables you to send faxes or Internet faxes from your computer. For details, refer to the following guides: 📖 ***Software Installation Guide*** (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 7: INSTALLING NETWORK FAX UTILITIES" 📖 ***Network Fax Guide*** (PDF): "Chapter 1: OVERVIEW"
AddressBook Viewer	This viewer enables you to manage the address book (such as fax numbers and E-mail addresses) and upload the address book from your computer to the equipment. For details, refer to the following guide: 📖 ***Software Installation Guide*** (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 7: INSTALLING NETWORK FAX UTILITIES"

Options

The following options are sold separately, and upgrade the performance of the equipment if installed. For details, contact your service technician or representative.



1. Original Cover (KA-1640PC)
This is used to hold an original.

2. Reversing Automatic Document Feeder (MR-3024)
This unit automatically feeds a stack of originals one by one to have them copied.

3. Bridge Unit (KN-2550)
This unit acts as a relay for the Finisher and this equipment.

4. Job Separator (MJ-5004)
Enables Faxes, copies and prints to be output onto separate paper trays.

5. Automatic Duplexing Unit (MD-0105)
This unit makes copies on both sides of the paper.

6. Paper Feed Unit (MY-1040)
Use this to add one more drawer to the equipment.

7. Paper Feed Pedestal (KD-1032)
This pedestal enables you to install the Additional Drawer Module.

8. Large Capacity Feeder (KD-1031)
This feeder enables you to feed up to 2000 sheets (80 g/m^2 or 20 lb. Bond) of A4 or LT paper.

9. Additional Drawer Module (MY-1039)
This drawer can be added to the Paper Feed Pedestal.

10. Saddle Stitch Finisher (MJ-1037)
This Finisher enables saddle stitching, in addition to sort/group finishing and stapling. The Hole Punch Unit can be installed in this Finisher. The Bridge Unit is required for the installation of this Finisher.

11. Hole Punch Unit (MJ-6008)
This unit enables you to punch holes on printed sheets. Install it in the Saddle Stitch Finisher to use it.

12. Inner Finisher (MJ-1036)
This Finisher enables sort/group finishing and stapling The Hole Punch Unit can be installed in this Finisher.

13. Hole Punch Unit (MJ-6007)
This unit enables you to punch holes on printed sheets. Install it in the Job Separator to use it.

Other options available are as follows. Contact your service technician or representative for details.

Work Table (KK-4550)
This is a small table for placing originals while the equipment is being operated.
Installed on the right-hand side of the equipment.

FAX Unit (GD-1320)
This is a unit for using the equipment as a Fax machine.
Installed in the rear side of the equipment.

2nd Line for FAX Unit (GD-1260)
This unit enables you to add a line to the Fax, making a 2nd line available.
- Installed inside of the equipment.
- The FAX Unit is required.

Desk (MH-2050)
This is a desk for the equipment.

Accessible Arm (KK-2550)
This enables a user in a wheelchair to close the Reversing Automatic Document Feeder while emaining seated.
📖 P.66 "How to use the Accessible Arm" in this manual

Operator's Manual Pocket (KK-1660)
Keep the manual in this pocket.

Wireless LAN Module (GN-1060)
This module enables the equipment to be used in a wireless LAN environment.
- Installed inside of the equipment.
- The Antenna is required.
- The equipment cannot be connected to the wireless and wired LAN at the same time.

Antenna (GN-3010)
This is used when the Wireless LAN Module is installed.

e-BRIDGE ID Gate (KP-2004/KP-2005)
You can log in and use the equipment simply by holding the IC card over the e-BRIDGE ID Gate.
- Installed on the right-hand side of the equipment.
- This cannot be installed with the Work Table at the same time.

Data Overwrite Enabler (GP-1070)
This is an enabler to erase the data stored temporarily when copying, printing, scanning, faxing, Internet Fax or network Fax is performed. It overwrites temporarily stored data with random data.

IPsec Enabler (GP-1080)
This enables the IPsec function in this equipment.

Hardcopy Security Kit (GP-1190)
This enables Hardcopy Security Printing and you can track the security pattern information.

Meta Scan Enabler (GS-1010)
This enables the Meta Scan function in this equipment.

External Interface Enabler (GS-1020)
This enables the EWB function in this equipment.

Unicode Font Enabler (GS-1007)
This enables printing from the SAP environment using Unicode font with this equipment.

Front USB Cable (GR-1140)
This enables to connect a USB media in this equipment.

Hard Disk Kit (GE-1220)
This enables to store the data,etc.

Note

Depending on the model, options have been already installed and the functions can be used.

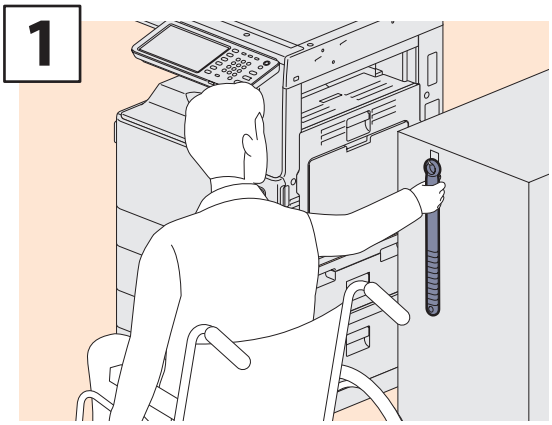
Tip

The following options are exclusive for e-STUDIO2050C/2550C:
- Wireless LAN Module (GN-1060)
- Antenna (GN-3010)
- Data Overwrite Enabler (GP-1070)
- IPsec Enabler (GP-1080)
- Hardcopy Security Kit (GP-1190)
- Meta Scan Enabler (GS-1010)
- External Interface Enabler (GS-1020)
- Unicode Font Enabler (GS-1007)
- Front USB Cable (GR-1140)
- Hard Disk Kit (GE-1220)

How to use the Accessible Arm

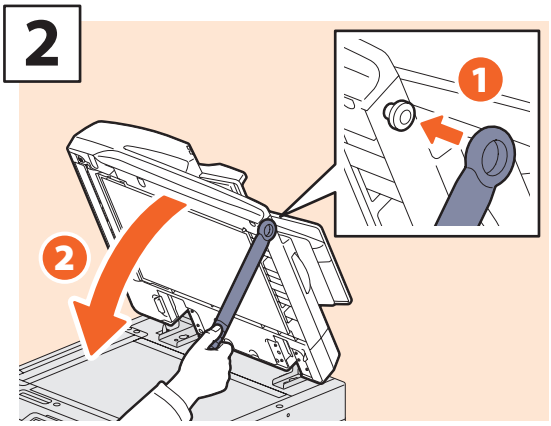
A person in a wheelchair can close the Reversing Automatic Document Feeder using the Accessible Arm. Store it near the equipment.

1



Hold the Accessible Arm.

2



Hook the Accessible Arm on the right-hand side of the Reversing Automatic Document Feeder to close it.

Note

Do not store the Accessible Arm by attaching it on the equipment.

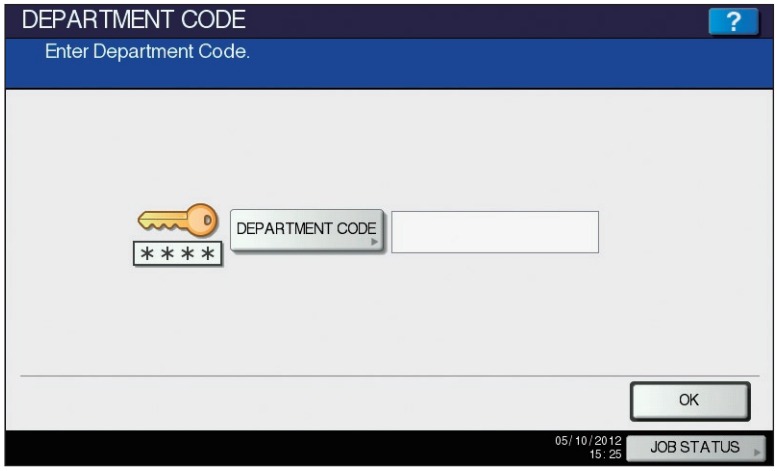
Logging in

When the equipment is controlled under department or user management, copying and other functions can be performed if you log in according to the following procedure.

Department management

You can restrict users or manage copy volumes made by an individual group or department in your company using the department codes. When the equipment is controlled under the department code, turn the power on and enter the code.

When the power of the equipment is turned ON, the following menu appears.
This menu also appears when the [ACCESS] button on the control panel is pressed or the automatic function clear has worked.



Tips

Automatic function clear:

- This function returns all settings to default without the need to press the [FUNCTION CLEAR] button on the control panel. It works when a specified period of time has passed since the last paper exit or the last entry of any button. When department or user management is being used, the display returns to the department code or user information input menu. When they are not being used, the display returns to the basic menu for the copying function.
- The period is set at 45 seconds by default at the time of installation of the equipment. To change the setting, refer to the following guide:
 📖 ***MFP Management Guide*** (PDF): "Chapter 2: SETTING ITEMS (ADMIN)" - "Setting General Functions"
- When connecting to equipment with department or user management enabled using client software, you may need to log in. For details, ask your administrator.

Key in a department code (max. 63 digits) previously registered and press [OK] on the touch panel. The menu will switch and the equipment will be ready for use.
If the department code keyed in is incorrect, the menu does not change. Key in the correct one.

After the operation

To prevent unauthorized use of the equipment, return the display to the department code input menu by following either of the procedures below after you finish all operations.

- Press the [ACCESS] button on the control panel.
- Press the [FUNCTION CLEAR] button on the control panel twice.

User management

You can restrict users or manage available functions and past records by means of user management. When the equipment is managed under this function, turn the power ON and enter the information required (e.g. user name, password). The menu for entering user information also appears when you press the [ACCESS] button on the control panel or automatic function clear has worked. Enter the information according to the procedure below.

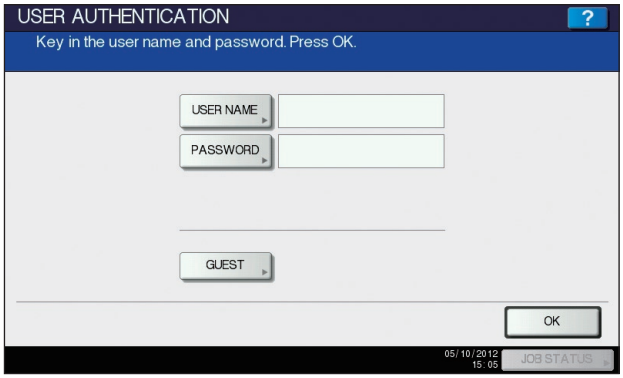
Note

If you enter an invalid password several times, you may not log in for a certain period since it will be regarded as an unauthorized access.
When "User account is locked" or "User Name and Password are not recognized." appears and logging in cannot be performed, ask your administrator.

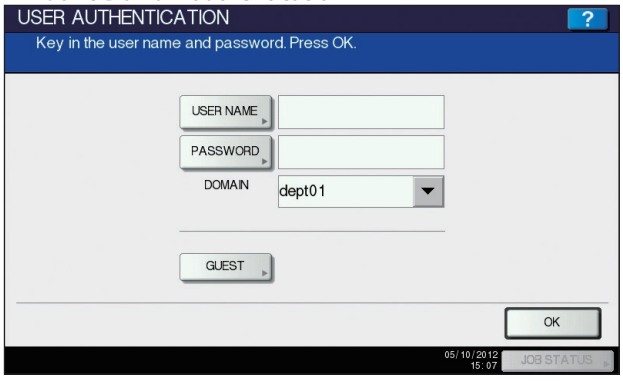
Tip

If a guest user is enabled in the user management function, [GUEST] is displayed on the touch panel. Press [GUEST] to log in as a guest user. For the types of functions available, consult the administrator.

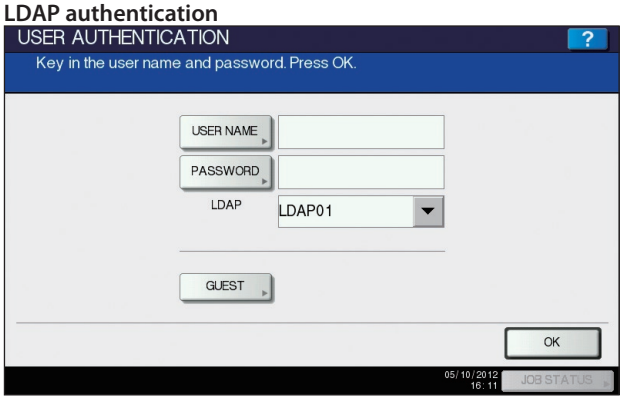
MFP local authentication



Windows Domain authentication

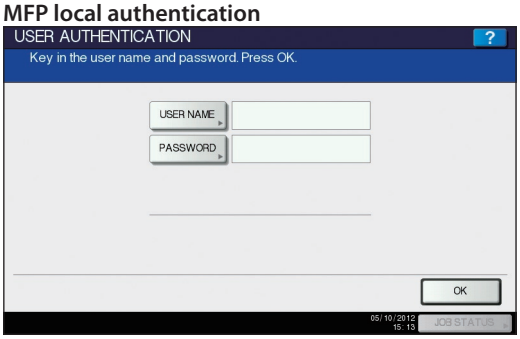


LDAP authentication

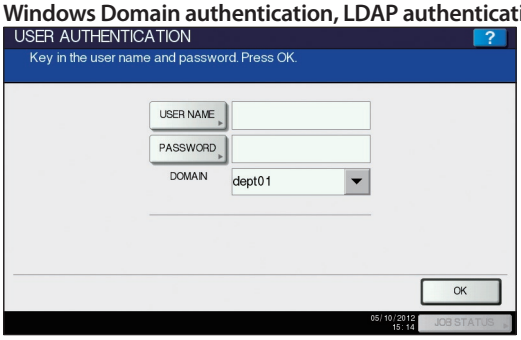


1 The menu for user authentication appears.

MFP local authentication



Windows Domain authentication, LDAP authentication

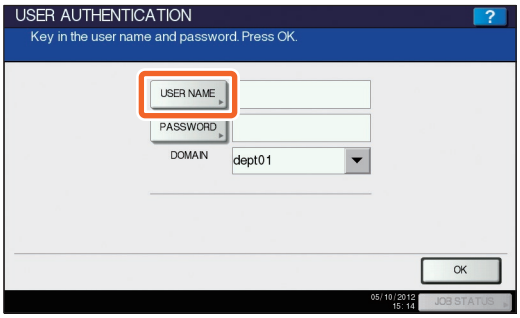


The domain name previously set by the network administrator is displayed in [DOMAIN]. For LDAP authentication, the LDAP server name is displayed in [LDAP] instead of [DOMAIN].

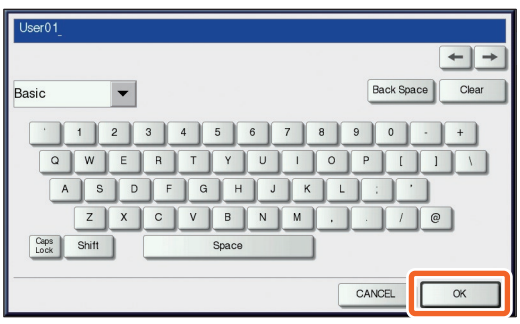
Tip

If the displayed domain name or LDAP server name is not yours, press ▼ to select one belonging to you.

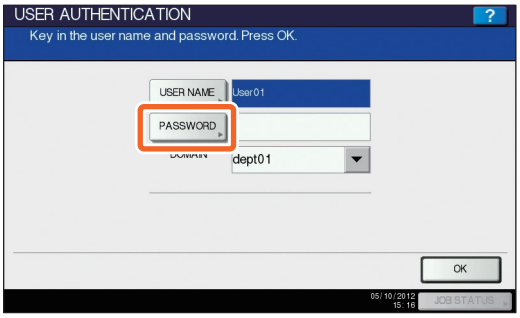
2 Press [USER NAME].



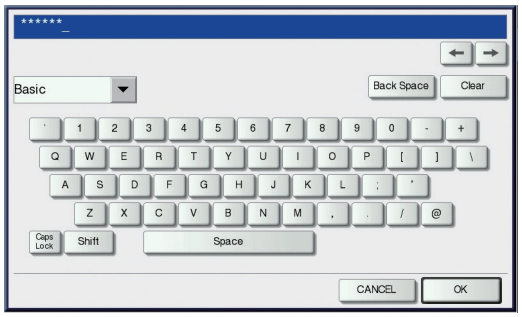
3 Enter the user name (maximum 128 letters) and then press [OK].



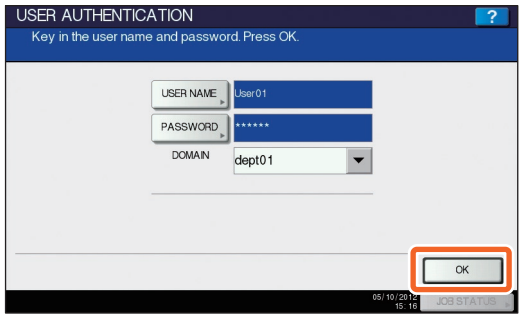
4 Press [PASSWORD].



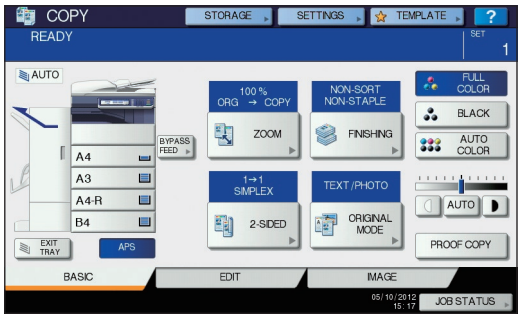
5 Enter the password (maximum 64 letters) and then press [OK].



6 Press [OK].



7 The equipment becomes being ready to perform copying and other functions.



Specifications of Equipment

This section describes the types of acceptable paper, sheet capacity of each feeder and the specifications of the equipment.

Acceptable paper

Feeder	Media type	Weight	Maximum sheet capacity	Paper size
Drawer	PLAIN, RECYCLED PAPER	60 - 105 g/m^2 16 - 28 lb. Bond	277 sheets (64 g/m^2, 17 lb. Bond) 250 sheets (80 g/m^2, 20 lb. Bond) 231 sheets (81 - 105 g/m^2, 21 - 28 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5" SQ K format: 8K, 16K, 16K-R
	THICK1	106 - 163 g/m^2 29 lb. Bond - 90 lb. Index	69 sheets	
Paper Feed Unit, Paper Feed Pedestal, Additional Drawer Module	PLAIN, RECYCLED PAPER	60 - 105 g/m^2 16 - 28 lb. Bond	600 sheets (64 g/m^2, 17 lb. Bond) 550 sheets (80 g/m^2 , 20 lb. Bond) 500 sheets (81 - 105 g/m^2, 21 - 28 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5" SQ K format: 8K, 16K, 16K-R
	THICK1	106 - 163 g/m^2 29 lb. Bond - 90 lb. Index	300 sheets	
Large Capacity Feeder	PLAIN, RECYCLED PAPER	64 - 105 g/m^2 17 - 28 lb. Bond	2360 sheets (64 g/m^2, 17 lb. Bond) 2000 sheets (80 g/m^2, 20 lb. Bond) 1660 sheets (81 - 105 g/m^2, 21 - 28 lb. Bond)	A4, LT
Bypass tray	PLAIN, RECYCLED PAPER	60 - 105 g/m^2 16 - 28 lb. Bond	100 sheets (64 - 80 g/m^2) (17 - 20 lb. Bond) 80 sheets (81 - 105 g/m^2) (21 - 28 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, A6-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5" SQ K format: 8K, 16K, 16K-R Non-Standard size: Length: 100 - 297 mm (3.9 - 11.7"), Width: 148 - 432 mm (5.8 - 17")
	THICK1	106 - 163 g/m^2 29 lb. Bond - 90 lb. Index	40 sheets	
	THICK2 *1	164 - 209 g/m^2 91 - 110 lb. Index	30 sheets	
	TRANSPARENCY *1	—	30 sheets	A3, A4, LD, LT
	ENVELOPE *1, *3, *4	—	1 sheet	DL: 110 mm x 220 mm (4.33" x 8.66") COM10: 105 mm x 241 mm (4.13" x 9.49") Monarch: 98 mm x 190 mm (3.86" x 7.48") CHO-3: 120 mm x 235 mm (4.72" x 9.25") YOU-4: 105 mm x 235 mm (4.13" x 9.25")
	TAB PAPER *1	—	—	A4, LT

*1 Duplex copying is not available.
*2 For making copies on the sticker labels, select "THICK 2" for the paper type.
*3 Printing on the back side of an envelope is possible only when the envelope is not a self-sealing envelope.
*4 When the Saddle Stitch Finisher is installed, the envelope exits to the exit tray of the equipment. When the Inner Finisher is installed, the envelope exits to the receiving tray of the finisher.

Recommended paper for each media type

Media Type	Toshiba recommendations/Manufacturer	Weight
PLAIN	A/B format: TGIS Paper/Mondi LT format: TIDAL MP/Hammermill	80 g/m², 20 lb. Bond
	A/B format: Color Copy/Mondi LT format: Laser Print/Hammermill, Color Copy Paper/Hammermill	90 g/m², 24 lb. Bond
		100 g/m², 28 lb. Bond
THICK1	A/B format: Color Copy/Mondi LT format: Laser Print/Hammermill, Color Copy Paper/Hammermill	120 g/m², 32 lb. Bond
		160 g/m², 60 lb. Cover
THICK2	A/B format: ColorCopy/mondi	200 g/m²
	A/B format: 3478/Zweckform-Avery LT format: 5165/Avery	—
TRANSPARENCY *1, *2	A/B format: CG3700/3M LT format: BG72/Folex	—
ENVELOPE *3	Westvaco Columbian CO138, Mailwell No. 553	—

*1 Only Toshiba-recommended OHP film should be used. Using any other film may cause a malfunction.
*2 Automatic duplex copying is not available.
*3 Printing on the back side of an envelope is possible only when the envelope is not a self-sealing envelope.

e-STUDIO2050C/2550C, e-STUDIO2051C/2551C Specifications

Model name		FC-2050C/2550C FC-2051C/2551C
Type		Desktop type
Original glass		Fixed
Printing (copying) system		Indirect electrophotographic method
Developing system		2-component magnetic brush developing
Fixing method		Roller fusing
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the Reversing Automatic Document Feeder is installed: Fixed scanning system by feeding the original)
Original scanning sensor		Linear CCD sensor
Scanning light source		LED
Resolution	**Scanning**	600 dpi x 600 dpi
	Writing	Black-and-white: 600 dpi x 1200 dpi, 1 bit Color, Grayscale: 600 dpi x 600 dpi, 5 bits
Acceptable originals		Sheets, books
Acceptable original size		Max. A3 or LD
Acceptable copy paper size	**Drawer**	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ, 8K, 16K, 16K-R
	Bypass	Paper size within 100 - 297 mm (3.94" - 11.69") (Length), 148 - 432 mm (5.83" - 17.01") (Width)
Acceptable copy paper weight	**Drawer**	60 - 163 g/m^2 (16 lb. Bond - 90 lb. Index)
	Bypass	Continuous paper feed / Single paper feed: 60 - 209 g/m^2 (16 lb. Bond - 110 lb. Index)
First copy time (A4 or LT portrait)	**Black-and-white**	Approx. 8.2 seconds
	Color	Approx. 10.3 seconds
Continuous copy speed		Refer to the Copying Guide.
Multiple copying		Up to 999 sheets (digital key entry)
Excluded image width	**Black-and-white**	Leading edge: 4.2 mm +2.8 mm - 1.2 mm (0.17" +0.11" -0.05"), Trailing edge: 3.0±2.0 mm (0.12"±0.08"), Both edges: 2.0±2.0 mm (0.08"±0.08")
	Color	Leading edge: 5.0 mm +2.0 mm (0.20"±0.08"), Trailing edge: 3.0±2.0 mm (0.12"±0.08"), Both edges: 2.0±2.0 mm (0.08"±0.08")
	Printer (Black-and-white/Color)	Leading edge: 4.2 mm +2.8 mm - 1.2 mm (0.17" +0.11" -0.05"), Trailing edge: 4.2 mm +1.2 mm -2.8 mm (0.17" +0.05" -0.11"), Both edges: 4.2±2.0 mm (0.08"±0.08")
Reproduction ratio	**Actual size**	100±0.5%
	Zoom	25 - 400% (in 1% increments)
		For the Reversing Automatic Document Feeder 25 - 200% (in 1% increments)
Paper supply	**Drawer**	Approx. 250 sheets (80 g/m^2, 20 lb. Bond)
	Bypass	Approx. 100 sheets (80 g/m^2, 20 lb. Bond)
Exit tray loading capacity		Approx. 550 sheets (80 g/m^2, 20 lb. Bond)
Toner density adjustment		Magnetic auto-toner system + Pixel count system
Exposure control		Automatic plus manual selection from 11 exposure step
USB interface		USB 2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 ° - 30 °C (50 ° - 86 °F), Humidity: 20 - 85% (No Condensation)
Power requirements and Power consumption (including optional equipments)		AC 220-240 V±10%, 8 A (50/60 Hz): 1.6 kW or less AC 120 V±10%, 12 A (50/60 Hz): 1.5 kW or less
Dimensions (equipment only)		575 mm (22.6") (W) x 590 mm (23.2") (D) x 662 mm (26.0") (H)
Weight		e-STUDIO2050C/2550C: Approx. 57 kg (125.7 lb.) (equipment including developer and drum) e-STUDIO2051C/2551C: Approx. 56 kg (123.5 lb.) (equipment including developer and drum)
Space occupied (equipment only)		964 mm (38") (W) x 730 mm (28.7") (D)
Storage capacity		For e-STUDIO2050C/2550C (when hard disk is installed): Max. 1000 sheets or until the memory is full (Toshiba's own chart) For e-STUDIO2050C/2550C (when hard disk is not installed) or e-STUDIO2051C/2551C: Until the memory is full

• This specification varies depending on the printing conditions and the environment.
• Specifications and appearance are subject to change without notice in the interest of product improvement.

Specifications of Options

This section describes the specifications of the options sold separately. For details other than the specifications, see P.64 "Options" in this manual.

Reversing Automatic Document Feeder

Model name	MR-3024
Copy sides	1-side, Duplex
Number of originals (A4 or LT)	100 originals (35 - 80 g/m², 9.3 - 20 lb. Bond) or 16 mm/0.63" or less in height (more than 80 g/m², 20 lb. Bond)
Feeding speed	45 sheets/min. (600 dpi)
Acceptable originals	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5 and ST size are not acceptable.)
Paper weight	1-sided original: 35 - 157 g/m², 9.3 - 41.8 lb., 2-sided original: 50 - 157 g/m², 13.3 - 41.8 lb.
Power source	DC 24 V (supplied from the equipment)
Dimensions	575 mm (22.6") (W) x 528 mm (20.8") (D) x 135 mm (5.3") (H)
Weight	Approx. 12.5 kg (27.6 lb.)
Power consumption	49.5 W max.

Large Capacity Feeder

Model name	KD-1031
Acceptable paper size	A4 or LT
Paper weight	60 - 105 g/m², 16-28 lb. Bond
Maximum capacity	2000 sheets (80 g/m², 20 lb. Bond) (Height: approx. 110 mm or 4.3" x 2)
Power source	DC 5 V, DC 24 V (supplied from the equipment)
Dimensions	668 mm (26.3") (W) x 735 mm (28.9") (D) x 292 mm (11.5") (H) (incl. Stabilizer)
Weight	Approx. 26 kg (57.3 lb.)

Paper Feed Pedestal (1 drawer type)

Model name	KD-1032
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R (A5, ST and non-standard size are not acceptable.)
Paper weight	60 - 209 g/m² (16 lb. Bond - 110 lb. Index)
Maximum capacity	550 sheets (80 g/m², 20 lb. Bond)
Power source	DC 5 V, DC 24 V (supplied from the equipment)
Dimensions	660 mm (26") (W) x 701 mm (27.6") (D) x 292 mm (11.5") (H) (incl. Stabilizer)
Weight	Approx. 21 kg (46.3 lb.)

Additional Drawer Module

Model name	MY-1039
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R (A5, ST and non-standard size are not acceptable.)
Paper weight	60 - 209 g/m² (16 lb. Bond - 110 lb. Index)
Maximum capacity	550 sheets (80 g/m², 20 lb. Bond), 500 sheets (105 g/m², 24 or 28 lb. Bond)
Weight	Approx. 9 kg (19.8 lb.)

Paper Feed Unit

Model name	MY-1040
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R (Non-standard size are not acceptable.)
Paper weight	60 - 163 g/m² (16 lb. Bond - 90 lb. Index)
Maximum capacity	550 sheets (80 g/m², 20 lb. Bond)
Power source	DC 5 V, DC 24 V (supplied from the equipment)
Dimensions	575 mm (22.6") (W) x 583 mm (23.0") (D) x 163 mm (6.4") (H) (excl. Stabilizer)
Weight	Approx. 9.6 kg (21.2 lb.)

Saddle Stitch Finisher

Model name	MJ-1037			
Type	Floor type (Console type)			
Acceptable paper size	A3, A4, A4-R, A5-R, A6-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 8.5" SQ, 13"LG, 8K, 16K, 16K-R			
Acceptable paper weight	60 - 209 g/m², 16 lb. Bond - 110 lb. Index			
Number of sheets stapled at a time	Paper size	60 - 80 g/m², 16 - 20 lb. Bond	81 - 90 g/m², 21 - 24 lb. Bond	91 - 105 g/m², 25 - 28 lb. Bond
	A4, A4-R, B5, B5-R, A5-R, LT, LT-R, ST-R, 8.5" SQ, 16k, 16K-R	50 sheets	50 sheets	30 sheets
	A3, B4, FOLIO, LD, LG, COMP, 13" LG, 8K	30 sheets	30 sheets	15 sheets
Stapling position	Front, Rear, Double			
Stitching capacity (Including 1 cover (106 - 209g/m², 29 lb. Bond - 110 lb. Index))	Paper size	60 - 80 g/m², 16 - 20 lb. Bond	81 - 90 g/m², 21 - 24 lb. Bond	91 - 105 g/m², 25 - 28 lb. Bond
	A3, A4-R, B4, LD, LG, 8K, 16K-R	15 sheets	10 sheets	7 sheets
Power source	Supplied from the equipment			
Dimensions	409 mm (16.1") (W) x 624 mm (24.57") (D) x 961 mm (37.83") (H) (When the sub-tray is retracted)			
Weight	Approx. 37 kg (81.6 lb.)			
Power consumption	60 W max.			

Tray loading capacity of Saddle Stitch Finisher

Unit: mm (with allowable error of ±7 mm or 0.276")
Values in parentheses: Number of sheets (80 g/m² or 20 lb. Bond)

(MJ-1033 with mixed paper not loaded)			
Mode	Non-Sort	Sort/Group	Stapled
Tray No.	1	1	1
A4, A4-R, B5, B5-R, A5-R, LT, LT-R, ST-R, 8.5" SQ, 16k, 16K-R	175 mm, 6.9" (1000)	175 mm, 6.9" (1000)	Whichever of 175 mm (6.9"), 1000 sheets or 50 sets is reached first
A3, B4, FOLIO, LD, LG, COMP, 13" LG, 8K	94 mm, 3.7" (500)	94 mm, 3.7" (500)	Whichever of 94 mm (3.7"), 500 sheets or 50 sets is reached first

- Sort/Group/Staple is not available with A5-R, ST-R.
- Refer to the ***Copying Guide*** for the tray loading capacity of the saddle stitch tray.
 📖 ***Copying Guide*** (PDF): "Chapter 3: BASIC COPY MODES" - "Selecting Finishing Mode"

(MJ-1033 with mixed paper loaded)			
Mode	Non-Sort	Sort/Group	Stapled
Tray No.	1	1	1
A3 and A4	94 mm, 3.7" (500)	94 mm, 3.7" (500)	Whichever of 94 mm (3.7"), 500 sheets or 20 sets is reached first
B4 and B5	94 mm, 3.7" (500)	94 mm, 3.7" (500)	
LD and LT	94 mm, 3.7" (500)	94 mm, 3.7" (500)	
LG and LT-R	94 mm, 3.7" (500)	94 mm, 3.7" (500)	

Inner Finisher

Model name	MJ-1036			
Type	Inner Finisher			
Acceptable paper size	A3, A4, A4-R, A5-R, A6-R, B4, B5, B5-R, FOLIO, CHO-3 (120 mm x 235 mm), YOU-4 (105 mm x 235 mm), LD, LG, LT, LT-R, ST-R, COMP, 8.5"SQ, DL (110 mm x 220 mm), COM10 (4 1/8" x 9 1/2"), Monarch (3 7/8" x 7 1/2"), 13"LG, 8K, 16K, 16K-R			
Acceptable paper weight	60 - 209 g/m², 16 lb. Bond - 110 lb. Index			
Number of sheets stapled at a time (Including 2 covers (106 - 209 g/m², 29 lb. Bond - 110 lb. Index)	Paper size	60 - 80 g/m², 16 - 20 lb. Bond	81 - 90 g/m², 21 - 24 lb. Bond	91 - 105 g/m², 25 - 28 lb. Bond
	A4, A4-R, B5, B5-R, LT, LT-R, 8.5" SQ, 16K, 16K-R	50 sheets	50 sheets	30 sheets
	A3, B4, FOLIO, LD, LG, COMP, 13" LG, 8K	25 sheets	25 sheets	15 sheets
Stapling position	Front, Rear, Double			
Power source	Supplied from the equipment			
Dimensions	484 mm (19.06") (W) x 507.5 mm (19.98") (D) x 232 mm (9.13") (H)			
Weight	Approx. 15.3 kg (33.7 lb.)			
Power consumption	53 W max.			

Tray loading capacity of Inner Finisher

Upper Receiving Tray

Unit: mm (with allowable error of ±4 mm or 0.158")
Values in parentheses: Number of sheets (80 g/m² or 20 lb. Bond)

(MJ-1032 with mixed paper not loaded)	
Mode	Non-Sort
A4, A4-R, B5, B5-R, A5-R, LT, LT-R, ST-R, 8.5"SQ, 16k, 16K-R	14 mm, 0.55" (100)
A3, B4, FOLIO, LD, LG, COMP, 13"LG, 8K	7 mm, 0.28" (50)

Lower Receiving Tray

(MJ-1032 with mixed paper not loaded)			
Mode	Non-Sort	Sort	Stapled
A4, A4-R, B5, B5-R, A5-R, LT, LT-R, ST-R, 8.5"SQ, 16k, 16K-R	73 mm, 2.87" (500)	73 mm, 2.87" (500)	Whichever of 73 mm (2.87"), 500 sheets or 50 sets is reached first
A3, B4, FOLIO, LD, LG, COMP, 13"LG, 8K	36 mm, 1.42" (250)	36 mm, 1.42" (250)	Whichever of 36 mm (1.42"), 250 sheets or 25 sets is reached first

When mixed-size paper is loaded, the tray loading capacity should follow the specifications for larger paper sizes in the above tables.

Job Separator

Model name		MJ-5004
Acceptable paper size	**Standard size**	A3, A4, A4-R, A5-R, A6-R *1, B4, B5, B5-R, FOLIO, CHO-3 (120 mm x 235 mm) *1, YOU-4 (105 mm x 235 mm) *1, DL (110 mm x 220 mm) *1, LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ, COM10 (4 1/8" x 9 1/2") *1, Monarch (3 7/8" x 7 1/2") *1, 8K, 16K, 16K-R
	Non-Standard size	Length: 100 - 297 mm (3.9 - 11.7"), Width: 148 - 432 mm (5.8 - 17")
Acceptable paper weight	**Upper stacker**	60 - 105 g/m², 16 - 28 lb. Bond
	Lower stacker	60 - 209 g/m², 16 lb. Bond - 110 lb. Index
Loading capacity	**Upper stacker**	25 mm, 0.98" (150 sheets) *2
	Lower stacker	40 mm, 1.57" (250 sheets) *2
Power source		Supplied from the equipment
Dimensions		498 mm (19.6") (W) x 415 mm (16.3") (D) x 153 mm (6.0") (H)
Weight		Approx. 3.3 kg (7.3 lb.)

*1 The lower stacker is used for paper exiting.
*2 The value in the parentheses is the number of 80 g/m² or 20 lb. Bond sheets.

Hole Punch Unit

Model name	MJ-6008 Series
Acceptable paper size	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R
Acceptable paper weight	60 - 128 g/m^2, 16 lb. Bond - 34 lb. Bond (OHP film and specially treated paper are not available.)
Dimensions	126 mm (4.96") (W) x 463 mm (18.23") (D) x 174 mm (6.85") (H) (excl. Lower cover)
Weight	Approx. 3.4 kg (7.5 lb.)

	Number of punching holes and hole diameter	**Available paper size**
Japan and most of Europe (MJ-6008E)	2 holes (6.5 mm or 0.26"dia.)	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5" SQ, 13"LG, 8K, 16K, 16K-R
North America (MJ-6008N)	2/3 holes switchable (8.0 mm or 0.32"dia.)	2 holes: A4-R, LG, LT-R, COMP, 8.5"SQ, 13"LG, B4, B5, B5-R, FOLIO, 16K-R 3 holes: A3, A4, LD, LT, 8K, 16K
France (MJ-6008F)	4 holes (6.5 mm or 0.26"dia.; 80 mm or 3.15"pitch)	A3, A4, LD, LT, 8K, 16K
Sweden (MJ-6008S)	4 holes (6.5 mm or 0.26"dia.; 70 mm and 21 mm or 2.76" and 0.83"pitch)	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R

Hole Punch Unit

Model name	MJ-6007 Series
Acceptable paper size	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5" SQ, 13"LG, 8K, 16K, 16K-R
Acceptable paper weight	60 - 128 g/m^2, 16 lb. Bond - 34 lb. Bond (OHP film and specially treated paper are not available.)
Dimensions	120 mm (4.72") (W) x 245 mm (9.65") (D) x 597 mm (23.5") (H)
Weight	Approx. 3.3 kg (7.3 lb.)

	Number of punching holes and hole diameter	**Available paper size**
Japan and most of Europe (MJ-6007E)	2 holes (6.5 mm or 0.26" dia.)	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LT, LT-R, LD, LG, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R
North America (MJ-6007N)	2/3 holes switchable (8.0 mm or 0.32" dia.)	2 holes: A4-R, B4, B5, B5-R, FOLIO, LG, LT-R, COMP, 8.5"SQ, 13"LG, 16K-R 3 holes: A3, A4, LD, LT, 8K, 16K
France (MJ-6007F)	4 holes (6.5 mm or 0.26" dia.; 80 mm or 3.15" pitch)	A3, A4, LD, LT, 8K, 16K
Sweden (MJ-6007S)	4 holes (6.5 mm or 0.26" dia.; 70 mm and 21 mm or 2.76" and 0.83" pitch)	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R

Bridge Unit

Model name	KN-2550

FAX Unit

Model Name	GD-1320
Size of Original	A3, A4, A4-R, A5, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST, ST-R, COMP
Recording Paper Size	297 mm x 420 mm (A3), 210 mm x 297 mm (A4), 148 mm x 210 mm (A5), 257 mm x 364 mm (B4), 182 mm x 257 mm (B5), 210 mm x 330 mm (FOLIO), 11" x 17" (LD), 8.5" x 14" (LG), 8.5" x 11" (LT), 5.5" x 8.5" (ST), 0. 1/8" x 14" (COMP)
Compatibility Communication Modes	Exclusive Mode, ECM, G3
Communication Resolution	Horizontal: 8 dots/mm, 16 dots/mm, 300 dots/inch
	Vertical: 3.85 lines/mm, 7.7 lines/mm, 15.4 lines/mm, 300 dpi
Transmission Rate	33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400 bps
Encoding Systems	JBIG/MMR/MR/MH
Memory Capacity	Transmission/Reception: 1 GB (HDD) *1 (when hard disk is installed.) 0.1 GB (when hard disk is not installed.)
Unit Type	Desktop type, transmitting/receiving dual type
Applicable Network	Public Switched Telephone Network (PSTN)

*1 For hard drives, MB means 1 million bytes.
(Total HDD accessible capacity may vary depending on operating environment.)

For details of the FAX Unit (GD-1320), refer to the following guide:
📖 ***GD-1320/GD-1260 Operator's Manual for FAX Unit***: "Chapter 1: BEFORE USING FAX"

Toshiba-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

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MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS
Quick Start Guide

e-STUDIO2050c
e-STUDIO2550c
e-STUDIO2051c
e-STUDIO2551c



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